

POSITION DESCRIPTION



Position Title	Human Resources Officer
Career Level	2
Location	North Sydney
Position Type	Full Time, Ongoing
Business Unit	Corporate Services – Human Resources
Reports To	Human Resources Business Partner
No. of Direct Reports	0
Date:	August 2024

About MLA

MLA works in partnership with the red meat industry and the Australian Government to deliver marketing, research and development products and services to cattle, sheep and goat producers. Our core purpose is to deliver world leading outcomes that fuel global competitiveness, sustainability and producer profitability.

Our values:

- Integrity at heart - We are unwavering in our commitment to our stakeholders.
- Stronger together - We embrace diversity and collaborate to deliver impact.
- Future focused - We strive to continuously improve and push boundaries towards a better future.

Position Purpose

This role is responsible for assisting the Human Resources team with administration, coordination, planning and implementation of people processes, initiatives and projects including:

- Recruitment, induction and on-boarding
- Learning and development
- Reward and Recognition
- Performance Management cycle
- Remuneration reviews
- Regular reporting requirements and metrics, including leading the HR dashboard
- Work Health and Safety and MLA's employee wellbeing programs
- Workers Compensation and Return to Work Coordination
- Intranet, system and supplier maintenance
- General administration and project support
- Provide general HR advice to the business

Through the above support, this role will assist with maximizing the efficiency of the client-facing focus and growth of the Human Resources team.

Key Accountabilities

Recruitment

- Supports end-to-end recruitment including:
 - Guide hiring managers on how to raise employment requisitions to ensure compliance in accordance with MLA recruitment governance framework.
 - Advertise job opportunities internally and externally via email, The FEED Lot, LinkedIn and other online job boards (and engages agency partners in consultation with HR Manager).
 - Support hiring manager with shortlisting candidates and coordinates interviews.
 - Conduct reference checks for all roles and background checks (if required).
 - Ensure interview notes from interview panel are retained on recruitment file.
 - Provide a high level of candidate care: responsive to candidate enquiries; keeps candidates informed of the status of recruitment activity; informs unsuccessful candidates promptly of the outcome of their application.
- Monitor and respond in a timely manner to the careers@mla.com.au mailbox
- Administer MLA's recruitment portal The FEED Lot (ELMO).

Induction and on-boarding

- Prepare employment agreements and distribute employee onboarding packs.
- Initiate the iShare new user/employment change notification process.
- Facilitate initial HR welcome/induction to each employee within their first week of employment.
- Coordinate MLA's corporate and industry induction programs.
- Address feedback from onboarding survey.
- Escalate performance issues to the HR Manager within probation periods.

Employee Exit

- Obtain formal resignation/termination advice and retain on employee file.
- Notify HR Team and initiate the iShare termination notification process.
- Coordinate and conduct exit interviews and leader debrief.
- Coordinate exit checklist process.
- Administer exit interview reporting.

Learning and Development (L&D)

- Coordinate and administer L&D initiatives including Leadership Capability Framework; MLA's Performance Management Framework; in-house training programs and other project related training.
- Coordinate MLA's bi-annual Employee Education Assistance program.
- Maintain Performance Management Framework system.
- Maintain L&D register in Preceda.
- Ensures everyone is set up and supported to use MLA's Performance Management system.

Reward and Recognition (R&R)

- Coordinate and administer Global R&R program.
- Coordinate and administer annual Length of Service program.

Work Health and Safety (WHS) and employee wellbeing programs

- Provide support in the delivery of WHS and employee wellbeing programs.
- Administer WHS initiatives and activities including:
 - Incident, near miss and hazard reporting
 - Coordinate Q Fever and travel vaccinations, maintain relevant registers
 - Coordinate ergonomic assessments and recommendations
 - Monitor international travel safety alerts and report issues that impact travellers
 - Provide information packs/tool kits to managers and workers where appropriate on international travel safety, driver safety and fatigue, offsite safe work method statements etc.
- Comply with MLA's policies and procedures in workplace health and safety as applicable to self, other Workers and all activities within area of responsibility and control.

Workers Compensation and Return to Work Coordination

- Administer Workers Compensation claim in an efficient and effective manner.
- Act as MLA's Return to Work Coordinator.

Intranet, system and supplier maintenance

- Maintain information on MLA's intranet and HR systems.
- Maintain system and supplier arrangements including licence, registration and membership renewals.

Supporting cyclical activities

- Creating master documents to support cyclical activities, such as remuneration spreadsheets
- Support the quarterly performance review cycle with communications and reporting
- Supporting the HRBPs with the relevant data inputs to support cyclical activities throughout the year

General administration and project support

- Ensure data integrity in HR/Payroll records.
- Assist with HR related meetings, papers, and reporting.
- Manage the HR inbox.
- Administer HR budget, purchasing and expenses through SAP.
- Provide recommendations for process improvement to streamline processes.
- Work on HR projects as required.

Provide General HR Advice

- Research and respond to general HR enquiries from employees i.e. regarding policies and procedures. Complex enquiries to be referred to HR Manager.
- Providing interpretation and counsel regarding policies, programs and practices.

Major Challenges and Complexities

- Maintaining effective relationships with internal and external stakeholders to achieve effective program outcomes
- Ability to analyse complex information and translate it into practical advice and solutions for the business

Key Relationships

Internal	<ul style="list-style-type: none">• HR team members• MLA managers and employees
External	<ul style="list-style-type: none">• Potential candidates, recruitment agencies and job board suppliers• Service and system providers• WHS consultants and Workers Compensation Insurers• L&D consultants and facilitators• HR networks

Other (i.e. travel required, on call)

N/A

Authority

What does the person have the authority to do?

- Provide general HR advice in accordance with policies and procedures
- Prepare HR communications including:
 - Employee correspondence
 - Notifications and announcements
 - HR reporting
 - WHS meeting agendas and minutes
 - Workers Compensation and RTW paperwork
 - HR projects/initiatives communications
 - Commit funds to HR purchasing as per approved HR budget allocation

What does the person need to seek approval for?

- Advice on complex HR issues should be escalated to the HR Manager.
- Enter into new recruitment agency relationships and term of business negotiation
- Changes to employment terms and conditions or arrangements
- Distribution of HR communications including:
 - Employee correspondence
 - HR reporting
 - WHS meeting agendas and minutes
 - Commit funds to HR purchasing outside of approved HR budget allocation
- All other activities outside the delegated authority of the position as set out in the Delegations of Authority Policy.

Essential Qualifications / Skills / Experience / Competencies

- Degree in Human Resource Management or related
- Minimum of 2 years experience in administering and coordinating a range of Human Resources initiatives and programs including recruitment, induction and on-boarding; learning and development; reward and recognition; HRIS, system and supplier maintenance; Work Health and Safety and general administration support.
- Ability to build reputable rapport with staff of all levels with a proactive support to the business
- Knowledge of HR practices and legislation
- Focus on continuous improvement and challenges the status quo
- Excellent verbal and written communication skills
- Uncompromising attention to detail
- Ability to work under pressure, prioritise and adhere to strict deadlines
- Ability to handle confidential and sensitive information appropriately
- Strong competency with using the Microsoft Office suite including Word, PowerPoint and Excel
- Competency in [MLA Core Capabilities](#)