

Job Description	
JOB TITLE	HR Consultant
REPORTING RELATIONSHIP	Head of HR, Australia
DIVISION	Human Resources
EMPLOYMENT DURATION	Permanent
TYPE OF EMPLOYMENT	Part-time (0.8 FTE)
DATE	April 2021

The George Institute for Global Health

The George' is 700+ people focused on improving the health of millions of people worldwide. A medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

Just a sample of the things we're doing to have the greatest impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- We've shown that simple text messaging can help prevent heart attack and stroke. Now, we're working with Google to roll this out globally to prevent chronic diseases affecting millions of people
- In rural India, we've shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we've developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We're developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

Context of the Role

As a mission driven organisation the global HR team's purpose is to optimise the George's people capability to improve the health of millions worldwide. The HR priority areas to support the George's 'growth for impact' focus are:

- Hire for growth
- Strengthen leadership and skills
- Engage and retain
- Drive HR effectiveness



The global HR team operates with the following guiding principles:

- We provide value added and proactive partnership to achieve the organisation's mission & priorities
- We think and act as one HR team - we have mutual respect
- We commit and deliver our priorities
- We search for synergies and alignment
- We continuously improve – our function and ourselves
- We are role models for our Values and maintain integrity in all we do

The Role

The Human Resources (HR) Consultant is responsible for the delivery of end to end HR services predominately to a designated client group. The HR Consultant is also responsible for allocated functions and projects involving the development and implementation of plans, systems and interventions that support the attraction, selection, retention and development of the workforce ensuring organisational capability meets that of the strategic needs of the organisation.

Reporting Relationships

The HR Consultant will report directly to the Head of HR, Australia, and work closely with other members of the HR team to achieve deliverables.

Duties and Key Responsibilities

- Provide end to end HR service delivery to managers and staff within an allocated client group including the coordination of processes for workforce planning, recruitment and selection, learning and development, performance management and employment relations
- Provide guidance and advice to all staff on policies and procedures when requested
- Provide expert advice to managers with regards to people management to assist in the facilitation of the achievement of team and organisational goals
- Participate and work with the HR/Recruitment Coordinator, in recruitment processes including the coaching and providing of advice in relation to best practice of selection and onboarding of employees
- Design, deliver and facilitate training courses (online and face to face) as and when required
- Provide counsel and coaching to support resolution of workplace problems or needs
- Conduct exit interviews, raising any concerns with Head of HR, Australia
- Undertake responsibility for projects and HR functions, including the development, implementation and evaluation of policies, systems and processes
- Contribute to the outcomes and strategic goals of the HR department in a collaborative way including HR services, initiatives and practices that facilitate the achievement of organisational strategic directions and organisational values
- Other ad hoc duties consistent with the position description

As a Team Member:

- Participate in special projects to improve processes, tools, systems and organisation;



- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy;
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts.

Skills, Knowledge and Experience

Essential

- Tertiary qualifications in HR, Commerce, Social Sciences and/or equivalent experience
- Proven experience working in a similar role
- Demonstrated experience in the planning and delivery of human resources activities and projects
- Highly developed interpersonal skills with the ability to engage with stakeholders
- Problem solving and time management skills including the ability to manage conflicting priorities, meet tight deadlines and maintaining quality
- Excellent oral and written communication skills with the ability to be clear and concise in demanding situations
- Proficient in the use of the Microsoft Office suite of products, including Word, PowerPoint Outlook and Excel
- Excellent analytical, influencing and decision-making skills
- Experience using HR systems
- Knowledge of The Fair Work Act and employment legislation
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
- Strong team work ethic with the ability to work autonomously

Desirable

- Experience working within a learning and development role
- Experience working within the academic or research industry