

JOB DESCRIPTION

Nutrition Australia is a national, not for profit, member based organisation inspiring healthy eating Australia wide. We are a leading provider of community-based education programs and credible, current and practical nutrition information.



Vision: Healthy Eating for all Australians.

Mission: Inspiring healthy eating.

JOB TITLE:	People and Culture Specialist	STATUS:	Fixed Term Part-time (0.6 FTE) – 6 months
LOCATION:	Docklands, VIC	HOURS:	22.8 hours per week (3 days, happy for hours spread over week)
REPORTS TO:	CEO	UNIT & DIVISION:	Victorian Division

ORGANISATIONAL CONTEXT:

Nutrition Australia is Australia's leading nutrition non-profit organisation, providing information, education and business-to-business (B2B) consultation and advisory services to help Australians achieve optimal health through good nutrition. Established as a not-for-profit organisation more than 40 years ago, we improve the health of all Australians through public health nutrition, health promotion and large-scale education initiatives. Nutrition Australia delivers specialised nutrition advisory and support services with partners and clients ranging from large corporate multinationals and government departments to the food industry, hospitals, universities, schools and early childhood education care services.

Nutrition Australia (NA) operates through a national board with divisions in all states and territories. The national board is responsible for ensuring organisational sustainability and brand management.

The state and territory divisions respond to national and local needs and opportunities for nutrition education, public health nutrition and health promotion programs, products and services.

NAVIC also coordinates operations in West Australia, South Australia and Tasmania.

KEY PURPOSE:

Nutrition Australia Victoria Division aims to inspire healthy eating through community-based education and the provision of credible, current and practical nutrition information.

The primary purpose of this position is to manage all aspects of HR services to employees and managers across the organisation, such as recruitment and selection, onboarding, induction, learning and development, administration, OHS and employee relations. The position will also be coordinating and attending the People and Culture Committee meetings.

KEY ACCOUNTABILITIES:

Human Resources

- Provide HR support, guidance and advice to all staff.
- Implement performance review process for organisation and maintain regularly.
- Support the CEO in successfully delivering the NA VIC People Strategy, this will include capability framework, workforce planning and staff engagement surveys
- Support managers and employees through the employment life cycle – hiring, induction, probation, performance, development and termination

- Oversee end-to-end recruitment for various roles: liaising with Managers to identify staff needs, job descriptions, job responsibilities, qualifications and skills required; review applicants, screen and interview candidates to create a shortlist for manager review; complete background checks; send offer and employment documentation to successful candidate and respond to unsuccessful applicants.
- Compile employment, consultant and volunteer contracts ensuring accuracy and prompt turnaround for all requests.
- Coordinate orientations and inductions for new staff and maintain on-boarding documentation.
- Ensure all the relevant administration, systems and records (including staff contact details) are kept up to date to meet organisation and legislative requirements.
- Ensure all job descriptions are up to date and each current position has a current job description as well as each incumbent has on electronic file a signed job description.
- Develop and maintain HR policies, procedures and forms as required.
- Manage professional development program on upskilling and educating staff.
- Support the delivery of HR projects as required.

People and Culture Committee (PAC)

- Coordinate effective meetings by organising and collating meeting agendas, drafting papers, providing confidential minute taking and coordinating follow up actions. This includes room bookings and equipment set up such as teleconferencing, data projector and catering, if required.

OH&S

- Ensure Workplace Health & Safety compliance and required administration.
- Conduct staff ergonomic assessments as part of onboarding in the office.
- For all staff, contractors and volunteers working from home or offsite: distribute and review all new starter / 6 monthly WFH Ergonomic Self Assessments following up with advice and equipment recommendations as required.
- Contributing to maintaining a safe workplace and implementing health and safety policies and procedures.
- Coordinating and attending training in the safe performance of assigned tasks as relevant.

Staff Wellness Program

- Oversee the Staff Wellness Program and Lifeworks platform, actively engaging staff to take part.
- Maintain the Healthy Together Victoria's [Workplace Achievement Program](#) benchmarks of Healthy Eating; Mental Health and Wellbeing; Physical Activity; Alcohol and Smoking (registered in 2013);
- Consult with employees to ensure workplace wellness strategies meet the needs of the workforce;
- Support employee participation in wellness activities;
- Support employees to adopt and maintain healthy behaviours and reduce unhealthy behaviours.

Organisational responsibilities:

- Participating in organisational planning.
- Providing input into other Nutrition Australia programs, resources and services (e.g. website, publications) as relevant to area of knowledge.
- Attending and contributing to monthly staff meetings as required.
- Contributing to general organisational activities (e.g. National Nutrition Week, Annual General Meetings, trade displays and events, administrative/general office duties, staff professional development).

5. Relationships:

Reports To: Chief Executive Officer of the Victorian Division of Nutrition Australia.

Direct Reports: Nil.

KEY SELECTION CRITERIA:

Experience / Skills

- Tertiary education in Human Resources or a similar
- Minimum 6 years' experience working in a HR or a professional capacity within a small to medium sized organisation
- Capable of managing potential conflict situations in a responsible and professional manner whilst being empathetic and solution focused
- Excellent communication skills - written and verbal
- Exceptional time management, organisational skills and attention to detail
- Ability to work independently and as part of a team
- Adaptable and flexible approach
- Previous experience working within a health related industry is desirable, however not essential

About You:

- Prepared to make a commitment to Nutrition Australia's vision and values.
- Ability to set priorities, plan workloads, meet deadlines and achieve objectives through the efficient use of time.
- Ability to show initiative, solve problems and take actions without prompting.
- Self-motivated with the ability to prioritise and work autonomously.
- Proactive contributor that is motivated to achieve great team results.
- Diplomacy and ability to handle sensitive information with confidentiality and discretion.
- Results oriented, continuous improvement mindset and strong professional judgement.
- Sound values and integrity.