

<b>HUMAN RESOURCES CONSULTANT PART TIME (15-20 HRS PER WEEK)</b>	
<b>Start Date</b>	Late March 2008 (or as close as possible to).
<b>Job Purpose (first 12 months)</b>	To manage recruitment assignments that principle HR Consultant (Marsha) is unavailable to manage.
<b>Business Objective</b>	<ol style="list-style-type: none"> <li>1. To assist social service clients recruit exceptional people efficiently and effectively, so they are optimally resourced to achieve their goals.</li> <li>2. To ensure that work is profitable, fun, fulfilling and balanced with family and personal objectives.</li> </ol>
<b>Hours</b>	This is a <b>part time permanent</b> position of 15-20 hours per week. Work hours range from week to week depending on the demand for HR Direction services. The HR Consultant will work and be paid at least an <u>average</u> of 10 hours per week but total hours might vary from week to week from zero to thirty. See the job information for further information.
<b>Hourly Rate</b>	\$20-25ph. (Will be appointed somewhere within this band depending on skills, experience.) Will be reviewed within 12 months.
<b>Annual Leave / Holiday Pay</b>	The HR Consultant will be paid 6.5% of wages as holiday pay on request and is able to take annual leave more or less as required.
<b>Duties</b>	<p>The HRC will aim to:</p> <p><b>Strategic:</b></p> <ul style="list-style-type: none"> <li>▲ Increase their understanding of the business objectives and HR Direction's vision. <b>(Learning)</b></li> <li>▲ Contribute towards the business objectives and overall strategic vision. <b>(Doing)</b></li> <li>▲ Improve procedures and systems. <b>(Reviewing &amp; Improving)</b></li> </ul>

<b>Duties</b>	<p><b>Operational:</b></p> <p><b>Learning (Constantly)</b></p> <ul style="list-style-type: none"> <li>▲ Learn how HR Direction operates and its points of difference.</li> <li>▲ Research potential clients to understand their business, recruitment processes and needs.</li> <li>▲ Explore and analyse relevant literature / research on recruitment, interviewing, HR, predicting performance, human behaviour, best practice and business practices.</li> </ul> <p><b>Doing (90%)</b></p> <ul style="list-style-type: none"> <li>▲ Provide existing and potential clients with relevant guidance, support and advice to assist them in achieving their recruitment objectives and further establish the relationship.</li> <li>▲ Prepare and submit recruitment proposals;</li> <li>▲ Work through the HR Direction recruitment process <ul style="list-style-type: none"> <li>• writing and posting job advertisements;</li> <li>• coordinating applicants;</li> <li>• communicating with clients (face to face, phone, email);</li> <li>• conducting phone interviews;</li> <li>• creating appropriate work sample tests;</li> <li>• coordinating and participating in personal interviews;</li> <li>• writing up recommendations;</li> <li>• reference checking;</li> </ul> </li> <li>▲ Participating in behavioural interview workshops;</li> <li>▲ Office administration <ul style="list-style-type: none"> <li>• standard personal administration e.g. registering anti virus software, taking one's turn with tea/coffee, mail, etc.</li> </ul> </li> <li>▲ Sharing <u>good</u> jokes and stories.</li> </ul> <p><b>Reviewing &amp; Improving (10%)</b></p> <ul style="list-style-type: none"> <li>▲ Constantly thinking of how everything can be done more effectively, efficiently and professionally;</li> <li>▲ Observing and asking clients about their expectations and preferences for information and communication;</li> <li>▲ Reflecting on how processes unfold and how they could be improved;</li> <li>▲ Participating in open and reflective discussions about how different approaches could be better than existing ones;</li> <li>▲ Making improvements by updating templates and manuals.</li> </ul>
---------------	--

<p><b>Performance Expectations</b></p>	<ul style="list-style-type: none"> <li>▲ <b>Plans</b> extensively and is <b>proactive</b> in all actions to optimise time and resources.</li> <li>▲ Constantly seeks to better <b>understand</b> why and how. Tries to think outside the square, not afraid to ask 'dumb' questions. Uses best practice, academic research or learnings from trial and error to make improvements to existing processes.</li> <li>▲ Successfully builds effective professional and personal <b>relationships</b> through honesty, positivity and acceptance of differences.</li> <li>▲ Appreciates the importance of <b>listening</b> to understand client needs and desires.</li> <li>▲ Appreciates the importance of <b>communicating</b> clearly so clients and colleagues completely understand the situation/message.</li> <li>▲ Makes use of existing templates, resources and knowledge i.e. <b>does not reinvent the wheel.</b></li> <li>▲ Ensures all actions are <b>purposeful</b> and have an end goal in mind, uses logic and data rather than intuition, doesn't run on automatic pilot.</li> <li>▲ Is not afraid to <b>request assistance</b> or <b>admit mistakes</b>, considers such actions as an important part of learning.</li> <li>▲ <b>Detail focussed</b> realising that little mistakes can reflect badly and be timely and costly to fix. Strives to get it right first time.</li> <li>▲ Takes time to <b>reflect, review</b> and make positive changes to the way work is approached.</li> </ul>
<p><b>Person Specification (key skills required)</b></p>	<p><b>Skills, Attributes and Knowledge</b></p> <ul style="list-style-type: none"> <li>▲ Interpersonal skills and personal awareness. Emotional intelligence and control. A superior understanding of people, interpersonal relationships and human behaviour.</li> <li>▲ A positive, friendly, easygoing yet professional attitude in all dealings with clients and colleagues. Able to talk openly and honestly and enjoy a laugh.</li> <li>▲ A strong desire to help organisations that are assisting people work towards better life outcomes;</li> <li>▲ Conscientious, detail and systems focused and well organised;</li> <li>▲ A genuine and extreme willingness to learn;</li> <li>▲ Above average problem solving ability.</li> </ul>