

Position Description

Position Title	HR Specialist	Reporting to	Operations Manager
Date	May 2025	Direct reports	Nil

Joint Colleges Training Services Pty Ltd

Joint Colleges Training Services Pty Ltd (JCTS) is a joint venture of the Australian College of Rural and Remote Medicine (ACRRM) and the Royal Australian College of General Practitioners (the RACGP). JCTS will enable RACGP and ACRRM to deliver shared GP training activities for the Colleges' respective fellowship training programs and includes the development and delivery of Aboriginal and Torres Strait Islander health strategic plans, cultural education and cultural mentorship, the provision of registrar housing in some remote Northern Territory and communities and other potential areas of collaboration.

Your Role

Reporting to the Operations Manager, the HR Specialist supports the development and implementation of HR initiatives and systems tailored to JCTS's unique needs. This role drives strategic and operational HR functions to align with JCTS's strategic goals, ensuring that the organisation fosters a high-performing and inclusive culture. The HR Specialist will focus on workforce planning & recruitment, responding to general HR enquiries, performance management, leadership and capability development, and workplace culture measurement and improvement.

Key Responsibilities

- **Develop and Implement HR Strategies:** In collaboration with senior management and RACGP shared services, craft and execute a People Strategy and work plan aligned with JCTS's strategic goals. Establish and embed robust performance management, talent and succession processes and a reward framework to motivate and retain top talent.
- **Enhance Workforce Capability:** Design and implement a capability framework to build skills and competencies across JCTS. Drive leadership development initiatives to strengthen leadership capability and foster a culture of continuous improvement. Collaborate with internal and external stakeholders to deliver HR-related training and development programs.
- **Support Culture and Engagement:** Lead the design, implementation, and analysis of engagement surveys. Develop action plans to enhance employee engagement and strengthen organisational culture. Support diversity, equity and inclusion initiatives to align with organisational values and targets.
- **Provide Operational HR Support:** Act as a key advisor for employee relations and industrial relations matters. Respond to safety, performance, and behavioural issues efficiently, ensuring compliance with policies and minimising risks (including undertaking Tier 1 conduct investigations). Collaborate and coordinate welfare, wellbeing, and return-to-work cases.
- **Recruitment Support:** Undertake and support managers with recruitment activities, including preparing advertisements, shortlisting candidates, coordinating interviews, and providing advice throughout the selection process.
- **Policy Development and Compliance:** Develop, review, and implement HR policies and procedures to ensure compliance with employment law and organisational requirements. Socialise and embed new policies and procedures across the organisation.

- **Employee Engagement and Culture:** Support the continuous improvement of the organisations culture and employee engagement programs. Collaborate with managers to align change initiatives with improvement areas.
- **Provide HR Analytics and Insights:** Utilise workforce analytics to provide insights and recommendations to the leadership team. Track and report HR metrics to support data-driven decision-making.
- **General HR Support:** Contribute to and lead HR projects as required to support JCTS's strategic and operational goals.

Qualifications and Experience

Experience:

- Proven ability to manage complex and sensitive employee relations and industrial relations matters.
- Experience in developing, or contributing to the development and implementation of HR strategies, policies, and frameworks.
- Previous experience working with Aboriginal and/or Torres Strait Islander people or communities
- A sound understanding of the principles of cultural safety and their application
- Previous experience in capability-building initiatives and leadership development.
- Familiarity with end to end recruitment processes
- Familiarity with managing end to end performance management matters, organisational culture, and diversity and inclusion programs.
- Strong interpersonal and communication skills
- Display member focused values

Qualifications:

- A tertiary qualification in Human Resources, Business Administration, or a related discipline.
- Membership in AHRI or similar professional organisations (desirable).
- Knowledge of HRIS systems, such as chris21 or equivalent, is highly desirable.

A satisfactory National Police Check is also a requirement of this role.

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Operations Manager
- JCTS employees and leadership team

External:

- RACGP and ACRRM HR teams
- External HR consultants and service providers
- Union partners
- Training providers and professional organisations