

# HR SPECIALIST– POSITION DESCRIPTION



## **OVERVIEW:**

The Human Resources Specialist is responsible for the operational delivery of HR across Canstar. The role supports the Group Executive, People & Operations in leading the company's employees towards its vision and strategic objectives.

*The HR Specialist is expected to:*

## **RESPONSIBILITIES AND DUTIES**

### **Recruitment & Selection**

- Implement Canstar's recruitment procedures, interview candidates, carry out reference checks, psychometric testing and preparation of staff inductions
- Complete documentation for new starters in a timely manner and ensure they are processed
- Deliver high quality onboarding for all new employees
- Continually look for avenues to improve the recruitment process
- Building relationships to enhance Canstar recruitment pools, including universities, recruitment companies etc.
- Use the Canstar recruitment tools to ensure that quality candidates are hired

### **Policies & Procedures**

- Ensure position descriptions and goal sheets are maintained and updated for all staff and that each staff member is reviewed by managers against agreed objectives and standards at least annually
- Take responsibility for updating, implementing and delivering all policies and procedures in consultation with Legal team
- Maintain and enhance the Canstar Intranet
- Assist finance team with the ongoing human resources element of the Canstar payroll

### **Training & Development**

- Identify and pursue opportunities for the professional and personal development with all staff in consultation with line managers and Group Executive, People & Operations
- Maintain and coordinate documented procedures for Canstar's approach to training in order to demonstrate that Responsible Officers and staff will receive adequate financial services training on an ongoing basis for AFSL licensing requirements
- Carry out assessments of individual and collective training needs and gaps in consultation with line managers and CFO

### **Office Environment**

- Working closely with the executive assistant and administration assistant to ensure Canstar's office runs seamlessly
- Ensure office operations are carried out in a professional manner
- Evolve the Canstar office management and reception processes
- Identify new initiatives that will ensure Canstar as a great place to work

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## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time without notice.

## ***KEY INTERNAL RELATIONSHIPS***

The HR Specialist is a key member of the Human resources group. Working closely with the Group Executive, People and Operation this role is responsible for ensuring that all HR functions are carried out and maintained to a high standard. The HR Specialist will work closely with the Executive assistance to ensure the office is run professionally and smoothly.

## ***DESIRED QUALIFICATIONS & EXPERIENCE***

- Degree in Human Resources or equivalent
- 2 to 3 years' experience in HR
- People management experience is desired
- High attention to details and strong communications skills
- Ability to 'think outside the box'

If this sounds like you and you are up for a fresh challenge with a great company, apply now.

To apply for this position please send a copy of your resume and expression of interest to [Lindie.Crawford@canstar.com.au](mailto:Lindie.Crawford@canstar.com.au) quoting the job title. Applications close 5pm 30<sup>th</sup> September, 2016.