



creating
possible

Position Description

Position Title:	Recruitment Coordinator
Salary Range:	MCRI Professional & Administrative Salaries Level 4
Reporting Manager:	Recruitment Operations Lead
Home Group:	People & Culture

Children are at the heart of everything we do.

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure, or a better treatment for every childhood condition – and we are determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal – to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne – the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you will also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families, and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all, and a culture based on respect, consideration, and dignity. We are also committed to developing our People and fostering an environment where learning and development is central to our staff reaching their full potential.

Position Overview

Here at MCRI, we live by our organisation's values, supporting the individual, perseverance, generosity of spirit, creativity and innovation, scientific integrity, and courage. Children are the heart of our organisation and the People & Culture team come to work every day to make sure we support our People to be their very best so that they can create possible and transform child health.

This hands-on operational recruitment role involves providing timely and effective administrative support to the Recruitment team. In this role you coordinate a variety of recruitment and onboarding tasks at all stages of the onboarding cycle. Key focus areas will be pre-employment checks, contract generation, onboarding administration, managing the recruitment inbox and general new starter, and hiring manager queries. This role may also provide administrative support across other teams within People & Culture.

Our People & Culture Ambition:

1. Our People thrive within a cohesive culture, promoting engagement, inclusion, and wellbeing through shared values & agreed behaviours
2. We have the right People, in the right place, at the right time
3. The success of our People is supported by the ecosystems we build around them and our enablement of their Leaders to create a space where they can thrive
4. We uphold a culture of compliance within a progressive industrial and employee relations framework

Key Accountabilities

What Really Matters	Key Accountabilities	Outcomes
Have the best People		
Recruitment Operations	<p>Administer end to end recruitment screening and correspondence, posting job advertisements, generate contracts, review position descriptions, interview coordination, reference checking</p> <p>Process new employees via the HRIS Recruitment & On-Boarding platforms</p> <p>Support the team with general recruitment email managements queries and provides effective responses to queries</p> <p>Manage, maintain, and update key data in HRIS and SAP</p>	<p>End to end recruitment administration and onboarding processes for all candidates is effective and provides a positive people experience</p> <p>Is a trusted partner and has credible and authentic relationships across MCRI & VCGS including with external stakeholders</p> <p>Provision of accurate recruitment, onboarding, and general operations advice</p> <p>Contracts are organised effectively, signed, and returned to mitigate risks to MCRI & VCGS</p>
People Governance		
Recruitment Governance	<p>Ensure that immigration and visa practices are effective, timely and compliant with relevant legislation and government policies</p> <p>Liaise with Payroll regarding contract and other payroll issues for new employees</p> <p>Work rights for visa holders and Australian Health Practitioner Regulation Agency (AHPRA) registration are assessed to ensure compliance</p> <p>Conduct pre-employment screening checks (police check, working with children checks & AHPRA) in a timely manner to not impact start date timelines</p>	<p>Compliance requirements are met during onboarding and tasks accurately flow onto SAP Payroll</p>
People & Culture Projects	<p>Actively contribute to People & Culture projects as outlined in the People & Culture strategy</p>	<p>People & Culture projects are delivered on time and deliver impact to MCRI & VCGS</p>
Enable success		
Fostering relationships	<p>Support People Leaders to manage activities associated with the engagement of unpaid and paid employees</p> <p>Support People Leaders during the recruitment and on-boarding process, through assistance with submitting new recruitment requests and other activities in the Human Resource Information Systems (HRIS)</p>	<p>Provision of timely advice and support to people leaders and those supporting the recruitment process, to ensure a positive experience</p>

Selection Criteria

- Qualification in Human Resources (HR) or similar is desirable
- 2 years previous experience in an administrator position
- A passion for people and culture and delivering a positive experience
- An understanding of HR principles and fundamentals with a desire to build knowledge in this area
- Ability to foster relationships with internal stakeholders
- Excellent organisational skills, ability to multi-task and work collaboratively and independently
- Technology-savvy using MS Office and HRIS (preferably SAP and SuccessFactors)
- Ability to handle and uphold confidentiality with maturity and common sense
- A strong sense of initiative and can-do attitude with the ability to work under pressure
- Excellent communication skills combined with excellent writing skills
- Ability to work collaboratively with the immediate and wider People & Culture team

Conditions of Employment

- Working with Children & National Police Clearance in compliance with the Vic Governments Child Safety Standards
- Your right to reside and work in Australia and you meeting any applicable visa conditions

Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our People, partners, and the community
- Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we must ensure their protection and safety as per the Child Safety Standards Policy
- Some positions may be subject to appropriate medical checks to ensure the safety of the incumbent and others

Commitment to Our People

- We are committed to creating a positive working environment which values staff from diverse backgrounds and experiences. We strive to foster an inclusive culture that provides equal opportunities for all and a culture where we treat one another with respect, consideration, and dignity
- We are committed to developing our People and fostering an environment where learning and development is central to our staff reaching their full potential

As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles have required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.