



Formed in 2016 Masonic Care Tasmania Inc. (MCT) is a state wide provider of aged care and health care services throughout Tasmania, operating from three main sites, two in Launceston and one in Hobart, along with a number of other sites in both Launceston and Hobart.

MCT provides an integrated range of residential aged care, independent living and home care services, with a strong desire to develop and grow allied health and medical services.

MCT was created through a merging of Fred French Masonic Nursing Home Inc and Masonic Peace Memorial Haven of Northern Tasmania Inc (together previously known as Masonic Homes of Northern Tasmania) and Freemasons' Homes of Southern Tasmania Inc.

The MCT Vision, Purpose, Values, Philosophy and Core Business Statements create an organisational platform for individual, team and organisational attitudes, behaviours and work practices; the culture of MCT.

<b>MCT Vision</b>	A world where people are supported to live as they choose
<b>MCT Purpose</b>	Enriching lives and communities
<b>MCT Values</b>	<p><b>Choice</b> Honouring the decisions of individuals with integrity</p> <p><b>Compassion</b> Expressing sensitivity and empathy in what we do and how we do it</p> <p><b>Respect</b> Upholding the rights, beliefs and choices of individuals without judgement</p> <p><b>Innovation</b> Having the courage to explore better ways of doing and being</p>
<b>MCT Philosophy</b>	Live Life with Us
<b>MCT Core Business</b>	Developing and delivering individualised aged care and health care services for people who are ageing & have emerging or actual chronic health or complex health challenges and require high care – sub-acute services.

<b>Position Title</b>	<b>Support Officer – People &amp; Culture</b>
<b>Role Purpose</b>	The purpose of this position is to undertake a range of People & Culture process functions and provide solution-oriented advice and support across the organisation on a range of employment related matters.
<b>Location</b>	This position is based in Launceston Tasmania (however you may be required to travel throughout Tasmania).
<b>Reporting and Authorisation</b>	You will report directly to the Manager People & Culture (North) however this may be subject to change. Any financial decisions must be aligned with the Masonic Care Tasmania Authorisation and Delegations Schedule.
<b>Qualifications and Skills</b>	<ul style="list-style-type: none"> <li>• Proven experience of contemporary human resources management practices and procedures.</li> <li>• A high level of interpersonal and communication skills (both verbal and written) with the ability to communicate with employees across the organisation.</li> <li>• The ability to manage a variety of tasks at the same time, work autonomously and set priorities and objectives to meet deadlines.</li> <li>• A high level of adaptability, flexibility and self-management skills.</li> </ul> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Satisfactory Police Check</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Relevant Tertiary Qualifications and/or substantial experience in Human Resource and/or payroll position.</li> <li>• Current Driver's License.</li> </ul>
<b>Primary Tasks:</b>	<ul style="list-style-type: none"> <li>• Undertake the administration recruitment processes and participate in selection panels as required.</li> <li>• Administer all recruitment and selection for positions in the (North).</li> <li>• Work with the P&amp;C team to ensure administration of the Learning and Development database and co-ordination of training requirements.</li> <li>• Provide accurate advice, guidance and assistance to managers and employees, including the interpretation of Enterprise Agreements and legislation.</li> <li>• Undertake general P&amp;C duties and perform associated administrative tasks, ensuring MCT and employee records are accurately maintained at all times.</li> <li>• Assist with the development, co-ordination, implementation and monitoring of P&amp;C programs, Learning &amp; Development, policies and procedures.</li> <li>• Assist with analytical and data modelling of employment related provisions.</li> <li>• Ability to interpret employment terms and conditions across all Enterprise Agreements (state-wide).</li> <li>• Work with the P&amp;C Team to maintain an up-to-date MCT</li> </ul>

	<ul style="list-style-type: none"> <li>org chart</li> <li>Other P&amp;C projects and tasks commensurate with skills and experience</li> <li>Ability to provide leave support to the Payroll Controller</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>Assist with WH&amp;S Committee Meetings, training and administration; and</li> <li>Contribute to creating and maintaining a healthy and safe work environment.</li> </ul>
<b>Reporting and Analysis</b>	<ul style="list-style-type: none"> <li>Assist with P&amp;C Metrics reporting as required; and</li> <li>Ensuring management compliance with the MCT Performance Management Framework.</li> </ul>
<b>Additional Responsibilities and Tasks</b>	<ul style="list-style-type: none"> <li>Work with P&amp;C Executive on special projects; and</li> <li>As required, commensurate with skills and experience.</li> </ul>

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and management, therefore the entire document will be considered during any performance assessment.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Support Officer – People & Culture**

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Manager (North) - People & Culture**