

## Position Description

<b>Position Title:</b>	Recruitment and HR Officer
<b>Business Group:</b>	ASQ Corporate Services Pty Ltd
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Human Resource Manager
<b>Classification:</b>	Award Free

## Company Overview

ASQ is a locally owned, family-operated business, servicing Central Victoria since 1970. ASQ has five divisions: ASQ Allstone Quarries, ASQ Premix Concrete, ASQ Garden & Landscape, ASQ Assets and ASQ Corporate Services. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria, and requires a varied range of skilled, capable employees, committed to ensuring the high standard of service ASQ provides to local communities.

The ASQ Corporate Services division brings together key business support functions, including Contract & Trade Sales, Finance, IT, HR, Business Processes, and Safety. These teams work collaboratively to provide strategic and operational support across the organisation, enabling the business to deliver on its goals effectively and efficiently.

## Primary Purpose of the Position

Reporting to the Human Resources Manager, the Recruitment and HR Officer is responsible for a wide range of duties that span the entire employee lifecycle, from recruitment and onboarding through to employee separation, while acting as the primary contact for all HR administrative services across ASQ.

This role includes independently managing the full recruitment and onboarding process, overseeing employee separations, monitoring and coordinating workover claims and incident administration, maintaining accurate HR records and databases, managing HRIS administration, and supporting HR projects. The HR Officer provides generalist HR advice to all levels of the organisation, serving as the first point of contact for policy and procedure queries, recruitment support, and HR administration, while escalating complex matters to the HR Manager as required.

## Key Responsibilities

### 1. Compliance with the ASQ Document Management System [Operational and Workplace Health, Safety and Environment (WHSE)]:

- Adhering to and ensuring that employees comply with all ASQ policies and procedures.
- Ensure all operations comply with the company's environmental objectives.

### 2. Accountabilities:

#### Recruitment and Onboarding

- Own the recruitment and onboarding function, acting as the main point of contact for all related queries, ensuring a smooth candidate experience and timely onboarding across the organisation.
- Advertise vacancies, manage application screening, conduct phone screening or candidate interviews, prepare interview guides, schedule interviews, and conduct reference checks, resulting in efficient hiring processes and selection of high-quality candidates.
- Prepare HR documents including letters of offer, employment contracts, variations, terminations, and changes to employment conditions, ensuring compliance and accuracy in all employment documentation.
- Coordinate pre-employment medical checks and ensure completion of onboarding paperwork, policy acknowledgements, creation of training plans, and induction checklists.
- Organise and deliver comprehensive employee induction days, ensuring new hires receive thorough introductions to company policies, procedures, and culture.
- Provide recruitment support to hiring managers in accordance with ASQ's policies and procedures.

#### HR Project Support

- Lead recruitment and onboarding initiatives and projects.
- Create training materials, video and user manuals.
- Prepare presentations for various trainings, meetings, and events.
- Support the implementation of HR processes and policies, introduction of new systems or improvements of existing systems.
- Participate in change management and culture-related initiatives.

#### Compliance and General HR Administration

- Administer and update HR records within the HRIS system to ensure data integrity, streamlined processes, and reliable information for reporting and compliance purposes.
- Oversee the HR inbox by responding to queries promptly and professionally, escalating complex matters to the HR Manager as appropriate to facilitate timely and effective resolutions.
- Schedule and assist with HR meetings, including performance and disciplinary meetings, trainings, interviews, and events, providing support with minute-taking as required. Manage annual performance and probationary review processes, ensuring accurate maintenance of associated records and supporting managers throughout, to foster a culture of continuous improvement and accountability.
- Responsible for administrative tasks and generating reports as required.
- Schedule and arrange bookings for routine medical assessments, first aid, and other training as per internal policies, ensuring all compliance and certification requirements are met and maintained.
- Offer generalist HR advice and support to management and employees at all levels, escalating complex or critical HR matters to the HR Manager, when necessary, to promote a positive and compliant workplace environment.
- Draft HR documents, including manuals, flowcharts, presentations, and other materials.

### 3. Direction, management and autonomy

- Manage recruitment and onboarding independently, with minimal direction from the HR Manager.
- Demonstrate strong competence and accountability in HR administration.
- Follow established guidelines with outcomes monitored.
- Collaborate with the HR Manager as needed, but handle daily HR administration and recruitment tasks independently, escalating only complex or critical issues.

## Key Selection Criteria

1. Minimum 2-3 years of experience in a HR generalist role, with a primary focus on recruitment, administration, and ensuring compliance with relevant legislation and policies.
2. Excellent attention to detail and high level of accuracy.
3. Proven experience administering and managing databases within a Human Resources Information System (HRIS), with preference for familiarity with Employment Hero (not essential).
4. Organised, systems-oriented, and process-driven approach, demonstrating common sense and the ability to implement efficient HR practices.
5. Strong computer literacy and proficiency in Microsoft Office Suite.
6. In-depth knowledge of workplace policies, award classification, and interpretation.
7. Experience collecting, compiling, and analysing data for reporting purposes.
8. Previous exposure to Workcover claims administration is desirable.

#### Education, Certification and Licenses required:

9. A tertiary qualification in human resources or equivalent.

10. Valid driver's license (preferably manual).

**Personal skills/ attributed required:**

11. Ability to follow directions, instructions, and established work practices, while maintaining reliability and accountability in completing assigned tasks.
12. High ethical standards, personal integrity and high degree of self-motivation.
13. Demonstrates enthusiasm and a proactive approach to acquiring new knowledge and embracing challenges without external motivation.
14. Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment regarding highly sensitive and/or critical issues.
15. A commitment to safe work practices.
16. Excellent verbal, written communication and interpersonal skills, courteous and polite manner.
17. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment.
18. Strong time management and organisational skills, with the ability to prioritise tasks, manage competing deadlines, and deliver quality outcomes under pressure.
19. Ability to provide high-quality customer service, including responding professionally to employee queries and efficiently resolving HR-related issues or concerns.

**Key contacts**

- HR Manager
- Payroll and Finance Team
- Hiring Managers
- Site Managers
- Other ASQ management and workers

*We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.*