

## Position Description

<b>Position</b>	Human Resources Co-ordinator
<b>Reports to</b>	Human Resources Manager
<b>Direct reports</b>	None

### The primary objective of the position

This is a pivotal role in designing, delivering, monitoring, and evaluating Rigby Cooke Lawyers (**RCL**) Learning and Development programs. The Human Resources (**HR**) Co-ordinator role will also work collaboratively to provide support, co-ordination, and administration to the HR Function.

### Duties & responsibilities

- > Organise learning and development (**L&D**) sessions, arrange calendar invites, rooms, and monitor attendance
- > Deliver one to one coaching sessions and small group workshops for new and existing employees, as required
- > Delivering sessions in:
  - FileSite
  - Microsoft: Teams, OneDrive, SharePoint, Outlook, Excel, PowerPoint
  - Mimecast
  - Infotrack
  - Adobe Acrobat DC and pdfDocs
  - RCL style guidelines
  - Firm policies
  - Scanning, copying and printing
  - Laptops
  - Available Continued Professional Development (**CPD**) resources
  - Essential skills
- > Research, source and develop relevant L&D resources
- > Offer guidance on learning opportunities
- > Facilitate and monitor compliance L&D activities
- > Monitor and record CPD attendance, updating CPD register and producing reports as required
- > With key stakeholders, assist in the planning of L&D programs
- > Monitor, record and follow up Practising Certificates renewals
- > Issue L&D Evaluation Surveys
- > Administration of recruitment and onboarding process, including uploading advertisements, utilising LinkedIn, completing phone interviews, organising interviews, following up missing documents and pre-employment checking
- > Arrange induction schedules for new starters

- > Complete routine administration tasks on a regularly and timely basis, including (but not limited to) electronic filing, scanning, updating notice boards, and updating records
- > Maintaining and updating HR related intranet pages
- > Provide information and reports, as required.
- > Co-ordinating work experience and placement schedules
- > Co-ordinating wellbeing initiatives, such as Flu Vaccinations, RUOK Day, etc.
- > Arranging employee gifts and vouchers, as required
- > Be part of the nominated First Aiders and Fire Wardens within RCL
- > Assist HR Manager on HR initiatives and projects
- > Assist HR Manager in arranging cover for Legal Assistants
- > Taking meeting notes, when required.

## Qualifications & experience

- > Passion for L&D
- > Digitally savvy with a pro-active approach to utilisation of software products
- > Experience in HR and/or L&D
- > Efficient administration skills
- > Excellent communication skills both verbal and written
- > Strong working knowledge of Microsoft Office

### **Desirable:**

- > Experience training employees in Microsoft Office and Software Products
- > Experience working in professional services
- > Certificate in IV (or willing to work towards)
- > First Aid Certificate

## About Us

Rigby Cooke Lawyers is a full-service law firm providing commercial expertise and industry knowledge to private and public sector and not-for-profit clients across Australia.

With origins that can be traced back to the 1840s, we have earned our reputation of achieving success for – and with – our clients by remaining adaptive to change. We do this by understanding each of our clients' businesses and industry and staying at the forefront of changes in technology and legislation.

This is because, above all else, we remain true to our mission, *Our people: Your success.*

Our clients range from some of the largest and best known Australian and overseas companies to mid-market, privately owned or publicly listed companies, not-for-profit government entities and private clients with a mix of commercial and family assets and investments.

We can work with our clients by providing full-service ongoing support for all their commercial and private needs or by offering specialty expertise when required.

## **Our benefits**

Rigby Cooke offers a range of benefits to staff well in excess of standard employee benefits programs including the opportunity to work flexibly and above market salaries. We value respect, accountability and being a team player.

## **Interested?**

Please submit your CV by email to:

**Lindsey Kelly**

*Human Resources Manager*

E: [LKelly@rigbycooke.com.au](mailto:LKelly@rigbycooke.com.au)