

Organisational Development Coordinator, Human Resources (Permanent)

ASX Position Description

ASX “All Roles Flexible”		
ASX Opportunity Snapshot		What’s On Offer
Role:	Organisational Development Coordinator	<p>This role is an integral part of our organisation as we work towards embedding our values and building the organisation capability. We are currently at the design stage of building our multi-channel learning framework.</p> <p>You will support the Senior Manager for Organisational Development (OD) and have ownership of coordinating, reporting and maintaining the Learning framework.</p>
Reports to:	Senior Manager, Organisational Development (OD)	
People Management:	n/a	
Budget:	n/a	
Team:	HR	
Date:	Oct 2018	
Location:	Sydney, NSW	
Flexible Role:	Yes	

What you’ll do:

- Coordinating, maintaining and promoting a new multi-channel learning framework
- Researching, organising and coordinating OD providers and partners
- Streamlining, enhancing and automating administration processes in OD
- Researching, collating, analysing and reporting: new tools, key data, metrics for insight, e.g. employee surveys
- Working with our HR Business Partners on embedding values in our employee experience
- Organising and supporting delivery of learning programs and other OD initiatives
- Supporting diversity and inclusion initiatives through communication and reporting
- Supporting access to learning and development via communication and promotion
- Creation of learning and promotional materials in multimedia formats, such as presentations, guides and videos
- Maintenance of contracts, invoicing and application of appropriate risk controls for OD
- Manage the SharePoint intranet site and asx.com.au to ensure that information is accurate and up to date.

- Carry out a range of other administrative duties such as purchase orders and invoices, maintaining files, creating and maintaining registers and application of appropriate risk controls
- Involvement and assistance with broader HR projects.

What you've done:

- Experience in HR /L&D administration position at a corporate and professional level
- Previous experience managing competing and varied tasks
- Intermediate MS Office skills, specifically in MS Word, MS Excel and PowerPoint.
- Ability to maintain and process confidential data.

And if you've got some of this, even better:

- Relevant Bachelor's degree, such as Human Resources, Education, Psychology
- Exposure to the development and coordination of learning or OD programs;
- An interest and potential to create and present relevant content for training sessions and programs;

What you need to enjoy and be good at for this role:

- Self-starter with a drive to improve and execute
- Exceptional interpersonal and communication skills, with experience in interacting with a wide variety of audiences
- You're curious and ask great questions
- Collaborative and strong teamwork skills
- An interest in working in a passionate HR team
- Customer service oriented – comfortable dealing with a range of junior and senior stakeholders.
- Can and will do attitude
- Preparedness to take on a range of diverse tasks and projects
- Strong attention to detail and a flair for organisation
- Flexible – able to reprioritise on a regular basis