
Position Description

Business Operation - Casual

Created: November 2023

Reports to: Manager of Business Operations (MBOF)

Level of supervision: Routine supervision with general direction

Location: Parkville

Level: 2.1

Position Type: Casual

Position purpose

The primary objective of this role is to ensure the seamless delivery of administrative support across HR, OHS, facilities, IT, and infrastructure, contributing to the efficient operation of GSA and enhancing employee and stakeholder satisfaction

Main Responsibilities:

Human Resources

- Assist with recruitment activities.
- Help prepare onboarding materials and maintain record-keeping when required.
- Assist with organizing employee training sessions and development activities and other HR initiatives.
- Collaborate with the HR&OHS Officer to implement and maintain HR policies and procedures.

Occupational Health and Safety

- Ensure compliance with workplace health and safety regulations in collaboration with stakeholders.
- Conduct safety inspections to identify hazards and maintain a secure working environment.
- Help plan and deliver safety training programs for employees, ensuring awareness of safety practices and emergency procedures.
- Assist in analyzing safety-related data to identify trends and inform decision-making
- Share provided guidance on the use and maintenance of safety equipment.
- Assist with the maintenance of the OHS risk register

Facilities

- Maintain accurate records of inventory
- Assist the MBOF in GSA building facility management including storage facility

IT

- Assist with maintenance of all IT equipment.
- Assist in ensuring that all IT equipment including hardware and software, is in operational condition to support GSA activities.
- Assist in researching and recommending IT upgrades or innovations to enhance organizational capabilities.

Ad Hoc Tasks

- Assist the MBOF with administrative tasks and other duties as required.
- Participate in training to upskill as needed.
- Demonstrate flexibility and adaptability by taking on diverse tasks as required to meet the evolving needs of the organization

Key Selection Criteria

- Proficiency in relevant software, systems, and technologies to support business operations and drive efficiencies
- Proven ability to adapt to changing work priorities and environments, taking a proactive approach to enhancing business operations efficiency and effectiveness.
- Relevant experience in maintaining business operations and providing quality and diverse support to cross-functional teams.
- Experience in addressing challenges, proposing process improvements, and taking ownership of tasks to assist in ensuring smooth service delivery, aligning with GSA's commitment to innovation and continuous improvement.
- Strong teamwork skills, fostering positive relationships with colleagues across departments.
- Excellent communication and interpersonal skills, contributing to a team culture that reflects GSA's values of respect, collaboration, and knowledge-sharing to achieve common goals.
- Demonstrated alignment with GSA's values of respect, collaboration, and knowledge-sharing to foster an inclusive and innovative workplace.

Business Operations KSC Questions

To be considered for the position, please complete the questions below and send them in a separate Word document.

- 1. What experience do you have with providing administrative or operational support across multiple business functions?**
- 2. Describe a challenge you have experienced that impacted service delivery. How did you address it?**
- 3. Can you share a situation where you had to handle a disagreement or conflict within a team. How did you resolve it?**

Please note:

This job description serves to illustrate the scope and potential responsibilities of the post. For a casual position, the candidate may still be undertaking studies in a relevant area. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, perform other tasks that are related to this specific position description only, i.e., that relate to a role of a Human Resources Support Role – Casual.

Acknowledgement

I certify that I have read, understood, and accepted the duties, responsibilities, and obligations of this casual position.

SIGNED BY

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Employee

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Date

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Manager

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Date