

Position Description



PERFORMANCE MANAGEMENT OFFICER (HUMAN RESOURCES)

1. Position Summary

The Performance Management Officer is a member of the Human Resources team, whose objectives are to create organisational sustainability, accountability and satisfaction. The Performance Management Officer is responsible for maintaining a high level of performance within the SIFE team, through processes such as Position Descriptions, Workplans, Performance Reviews and Feedback Surveys.

The Performance Management Officer reports to the Human Resources Manager of the University of Melbourne SIFE.

2. Selection Criteria

Positions Available: 1

Eligibility

1. Enrolled student at the University of Melbourne until at least December 2011
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. You agree to check your preferred email account daily and respond within 48 hours

General SIFE Selection Criteria

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism
6. Ability to work effectively in a team

Role Specific Selection Criteria

1. Belief in people and an understanding of their importance in an organisational setting
2. Ability to analyse people objectively in terms of ability and competency
3. Exceptional written communication skills
4. Strong attention to detail

5. Strong computer skills, including experience with Microsoft Office and Google Docs
6. Ability to manage multiple tasks to strict deadlines

Additional Desirable Selection Criteria

1. Previous experience with professional position descriptions or performance reviews
2. Previous experience with conflict resolution

Time Commitment

1. One one-hour weekly meeting (usually none during exam periods)
2. Average of five hours per week in project tasks (up to 10 hours during recruitment periods and approximately 1-2 hours during exam periods)

3. Responsibilities

Performance Management

- Oversee the creation and regular updating of Position Descriptions for every role within the SIFE team
- Ensure that an effective Application Form is available during recruitment periods which adequately assesses how well applicants fit the Position Description for each role
- Facilitate the twice-yearly Performance Review process for all SIFE team members and Executive Committee members
- Oversee the probation, performance improvement and termination processes for under-performing members
- Gather regular feedback from SIFE team members, through twice-yearly Feedback Surveys and ad hoc questioning, and implement strategies to improve the SIFE experience
- Provide conflict resolution support to the entire SIFE team

Human Resource Management

- Participate in the recruitment process, which involves shortlisting applicants and conducting interviews
- When necessary, assist the other members of the Human Resources team in the areas of Recruitment, Team Communication and Training/Events.

4. Other Information

Organisation Unit

Students In Free Enterprise (SIFE) is a network of over 38,000 students, studying at more than 1,500 universities around the world, who endeavour to use classroom knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

SIFE teams manage a diverse portfolio of projects, which operate on the principles of market economics, education and training, entrepreneurialism, financial management, business ethics and sustainability. At a global level, SIFE is supported by hundreds of

leading companies and organisations that believe in securing a future led by ethical business leaders with a broad worldview and a commitment to helping others. Every year, SIFE students are changing the lives of millions of people, whilst developing the skills to become socially responsible business leaders.

The University of Melbourne SIFE team is helping those left out of the free market economy to gain the education, skills, and experience to achieve increased access, opportunity and success. They see growing social inequality and environmental degradation as market failures, and are working to close these gaps – one student-led initiative at a time – for positive change.

The University of Melbourne SIFE is the largest SIFE team in Australia with an active membership of 62 students who spend 22,978 hours annually on 3 projects. In July 2007, the team was named SIFE Australia National Champions and reached the semi-finals of the SIFE World Cup in New York, representing Australia amongst the leading 44 teams from around the globe.