

HR Administrator Position Description

Role Details:

Position Title	HR Administrator
Reporting to	HR Manager
Liases with internally	Managers, Team Leaders and Staff
Liases with externally	Industry organisations and other companies/organisations such as training providers, advertising/media consultants and job applicants.
Supervises	No direct reports
Purpose of the Position	The role of HR Administrator is responsible for providing support to the HR Manager and the organization by ensuring compliance with organizational processes and policies and best practice HR practices. The HR Administrator will also be responsible for administering fortnightly payroll, recruitment practices, employment files, training, health and well being programs as well as providing OHS support and administrative tasks.
Hours	22.8 hours per week Fixed Term: 6 months from August 2017 to February 2018
Salary/Rate	SCHADS Level 4
Essential Criteria	<ol style="list-style-type: none"> 1. Well developed administrative skills 2. Proven ability to manage time effectively, work independently and meet deadlines 3. Well developed communication, interpersonal and relationship building skills 4. Strong computer skills including the application of databases, MS Word, Excel and Outlook 5. Positively represent the organization which includes displaying a professional and responsible manner at all times 6. Ability to understand, interpret and apply relevant legislation including Privacy, Anti Discrimination, Equal Opportunity during the course of daily work.

<p>Preferred Criteria</p>	<ol style="list-style-type: none"> 1. Current Driver's License 2. Relevant experience in HR and/or organizational support role 3. Knowledge and understanding of payroll and payroll operating systems 4. Knowledge and understanding of OHS legislation and management systems 5. Understanding of community services sector 5. Qualification in HR
<p>Behaviours Required</p>	<ol style="list-style-type: none"> 1. Team Work 2. Equality, honesty, integrity 3. Motivated and enthusiastic 4. Loyalty to the job and the organisation 5. Attention to detail 6. Capable of producing results in a sustainable manner
<p>Key Performance Indicators</p>	<ul style="list-style-type: none"> • Accurate processing and management of the organisation's fortnightly payroll; pay's 100% accurate and processed no later than the Tuesday after pay period ends. • Ensure employee file information is accurately maintained and meets legislative requirements • Update, maintain and follow up information required in accordance with organizational performance management systems • Coordinate and administer the organizational training and professional development system, ensuring any training courses, staff accommodation and allowances have been paid for and organized in a timely manner. • Relevant provision of accurate, current and timely information to staff and managers

Responsibilities:

Tasks	Focus Areas
HR Processes and Procedures	<ul style="list-style-type: none"> • Design, review and update relevant HR processes • Respond to any relevant enquiries from staff or managers • Complete relevant tasks in accordance with HR processes and policies • Perform administrative duties in accordance with the goals and timelines recorded on the HR plan
Recruitment and Selection	<ul style="list-style-type: none"> • Contribute to the maintenance of best practice recruitment and selection processes • Facilitate and support line managers in all aspects of employee recruitment • Administer the recruitment process (when required) which includes (but not limited to): <ul style="list-style-type: none"> > draft ad copy in consultation with relevant manager for placement in appropriate media > coordinate interview schedules > prepare interview questions > organise relevant psychological and skills assessments > complete relevant reference checks > assist with the preparation of relevant employment offer documentation and any relevant HR administration requirements are complete prior to the employee starting > coordinate correspondence with unsuccessful candidates in a timely manner
Employee Induction and file information	<ul style="list-style-type: none"> • Administer and coordinate activities of the employee induction program and other relevant on- boarding activities such as online privacy training • Administer national police check applications for new staff/students and renewals for existing staff • Ensure new staff and students have obtained relevant Working with Children Checks • Ensure necessary resources such as IT logins, work station/office, stationery, security, uniform, business cards, name badge and any other equipment are arranged • Update, review and maintain employee information and employment files • Assist with the preparation of correspondence with staff over employment matters
Employee Performance and Engagement	<ul style="list-style-type: none"> • Administer performance review documents, load results into database and ensure secure storage of material when completed. This also includes probation period reviews. • Monitor the completion of performance reviews to ensure completion within the expected timeframes • Administer the operation of the Health and Wellbeing Program • Data entry of exit survey interview information and prepare relevant reports

<p>Learning and Development</p>	<ul style="list-style-type: none"> • Data entry of all training records into HR3 and training database • Identify training gaps of staff and report staff training with mandatory training register • Ensure relevant legislative training is undertaken by the relevant team members and qualifications are kept on file and recorded in database and HR3 • Administer staff training and professional development applications, this includes arranging training, accommodation, travel and staff allowances prior to the training date. • Assist with the preparation and coordination of all of staff days, meetings and training events. • Liaise with training providers as required
<p>Workplace Health and Safety</p>	<ul style="list-style-type: none"> • Prepare agenda and minutes for OHS meetings • Assist with the preparation and administration of OHS inductions • Provide administrative support to the HRM in regards to the management of the OHSMS
<p>Payroll</p>	<ul style="list-style-type: none"> • Maintain accurate payroll and employment records for all staff • Accurately prepare timesheets and payroll database for the processing of a fortnightly payroll by 5pm every second Friday • Export payroll information • Liaise with the Finance Team to ensure the fortnightly payroll is completed in an accurate and timely manner • Provide support and advice on enquiries relating to payroll • Interact with and provide advice to Managers and staff to ensure compliant payroll management and policies. • Maintain filing/appropriate documentation according to ATO requirements and FWA • Process and maintain applications for allowance payments, leave requests, salary reviews and other HR issues. • Assist staff and managers with the use of the online timesheet system, Kiosk. • Ensure HR3 and Kiosk are recording and reporting effectively and are well maintained and information is updated and accurate. • Record any errors that have occurred throughout the payroll process and on staff timesheets.

Administration	<ul style="list-style-type: none"> • Ensure organisational compliance with all relevant legislative, regulatory and other requirements • Work within the team to ensure staff and business needs are met • Complete various HR administration tasks in a timely manner • Ability to work at different localities as reasonably required • Actively contribute to all HR projects and initiatives • Maintain HR files securely and confidentially • Coding of invoices for any training, catering, venue hire, activities, etc. • Provide administrative support to HRM on relevant HR initiatives or projects as required
Broad activities of RHNL	<ul style="list-style-type: none"> • Capacity to contribute broadly and positively to the culture, environment and strategic direction of the organisation • Act in a manner and represent the organisation in a way that is consistent and reflective of the RHNL values • Adhere to human resources policies including anti discrimination, Code of Conduct, harassment and equal opportunity policies • Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment • Display a positive attitude and be an active member of the team • Treat others with respect • Attend and participate in regular performance review sessions with your Manager • Attend and contribute at team and all of staff meetings • Follow lawful direction provided by senior members of the team • Abide by relevant legislation including; Privacy and Confidentiality legislation and ensure the strictest confidentiality in all dealings

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

Name

Date

Instruction for staff

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This is a living, breathing document and may change with the needs of the Business. Please keep the Manager informed if you have any changes in the position.

Instruction for managers

1. Provide a copy of the Position Description with the letter of offer.
2. Copy the signed copy of the Position Description and give to the Staff Member.
3. Provide HR with Position Description
4. Place the signed copy of the Position Description on the staff file.