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| **Job Title** | HR Database & Administration Officer | **Business Unit** | Human Resources |
| **Employment Status** | Full time | **Duration** | Ongoing  |
| **Classification** | AO4 Level 4 | **Salary**  | $75,069 |
| **Position Number** |   |  |  | **Reports to Position (name and number)** | Director Finance & Business Operations |
| **Contact** |  |
| **Organisation Information** | [**http://www.sunrise.org.au/sunrise/home.htm**](http://www.sunrise.org.au/sunrise/home.htm) |
| **Information for Applicants** | **Applications should be limited to a one-page summary sheet addressing the selection criteria and a detailed resume/cv attached**. **All applications to be sent to** recruitment@sunrise.org.au Confirmation of employment is dependent on the outcome of a Criminal History Check and successful application for an Ochre Card. |

**Primary Objective:**

Under the interim Direction of the Director of Finance and Business Operations, the HR Database & Administration Officer will be primarily responsible for the preparation of Employment Contracts, Induction of new staff, maintaining Training Registers , and overseeing the WIN HR system.

**Key Duties and Responsibilities:**

Administer the WIN HR software system

Maintain the Training Register and advise staff when updates / refreshers are required

Preparing Employment Contracts and sending out commencement documents to new employees

Preparing and sending out contract Variation letters

Adding new staff to our Intranet and advising IT when staff depart so they can be removed

Induction of new employees

Monitoring expiry dates for National Police Checks, Working With Children and NLC Permits and advise staff in advance

Assisting with Training requirements when required

Notifying Employees and Supervisors when Performance Appraisals are due

Answering Telephone calls as they come in on the phone loop

Sorting Mail when requested (until receptionist is appointed

Other duties as required.

**Selection Criteria**

E**ssential:**

Experience in Human Resources

Experience with WIN HR and Training needs of Medical Staff

Computer literacy with computerised accounting systems.

Experience working to tight deadlines.

Good Excel spread sheet skills.

**Desirable:**

Experience working in a multi-site Health service environment.

**Approved: Month Year December 2018 Approver: George Marin**