

	Position Title: HR Officer – Administration & Support	Team: People & Culture		Region: Central Office: Richmond
	Supervisor: HR Coordinator – HR Support	Delegations and Authorities: In Line with Delegations Policy	Band: A SCHADS 5.1	Date Completed: June 2019

OUR VISION AND PURPOSE		ROLE CONTEXT	
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>		<p>The work of Berry Street’s People and Culture team is aligned with the strategic directions of <i>Reimagine the Future, Make an Impact, Future Growth and Sustainability and Support our People</i>. Acknowledging the difficult, challenging yet rewarding work of our people, the People and Culture Team works closely with the business to ensure our people are engaged, well supported, professionally developed and committed to the children, young people, families and carers they work with; working in a supportive and learning culture.</p> <p>A key function of People and Culture, the HR Support team is the first point of call for general HR enquiries for all the staff in our regions and programs.</p> <p>The HR Support function is also responsible for preparing all written documentation such as contracts, letters of offer and variations, audit compliance and safety screening checks.</p>	
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE	
<p>We expect all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a ‘fair go’</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>		<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Preparation of Employment Contracts and Changes to Employment Conditions letters • Administration Recruitment support • General advice to managers and staff in relation to the EBA conditions, Berry Street Policies and Procedures and entitlements • Data Management, Reporting and Maintenance of various HR systems • Pre - employment compliance • Assistance with audit preparation as required 	
		REPORTING RELATIONSHIPS	
		<p>This role is based at our Richmond office. It is part of the broader People and Culture team which also includes Talent, Payroll, Learning & Organisational Development, Work, Health & Safety and HR Business Partnering</p> <p>This role reports to the HR Coordinator who will provide supervision and review. This role has no direct reports and works in conjunction with other team members.</p> <p>12 months fixed term position.</p>	

EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety. • Berry Street is commitment to diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Excellent written and oral communication skills • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies • The ability to work collaboratively and effectively in a team to accomplish goals • Demonstrates strong attention to detail and works to a high standard of quality outputs • Good research and analytical skills to draw upon when problem solving or making procedural improvements • Excellent customer service focus and timely responses to enquiries • The ability to develop and build rapport with all levels of management and provide professional advice and support • Knowledge of or experience in Human Resource Functions, recruitment and selection procedures and performance management systems orientation • Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds • Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • A diploma qualification or higher, or working towards a qualification, or considerable experience in similar roles where attention to detail and quality written work is a must. • 12 months in a similar or high level administration role • Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> • Experience with HRIS and onboarding systems (Preceda)

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Staff Contracts and Changes to Employment Conditions	<ul style="list-style-type: none"> • Prepares letters of employment • Prepares memos • Sends out new employee paperwork and letters of employment • Creates Employee files for new starters, ensuring file is compliant with all required documents
Recruitment	<ul style="list-style-type: none"> • Supports Recruitment team with compliance and pre-employment safety screening checks in accordance with Child Safe standards
Updates Registers and Systems	<ul style="list-style-type: none"> • Completes carer checks on the Carer Register for all in direct care support roles • Updates Berry Street's organisational structure in Preceda, including allocating position numbers • Verifies WWCC and VEVO checks • Liaises with external agencies from time to time
Update Systems	<ul style="list-style-type: none"> • Updates Preceda as required • Updates spreadsheets / databases as required • Completes the Staffing Changes Memo report within required guidelines • Completes the Monthly report • Processes National and International Police Checks
General HR enquiries and support	<ul style="list-style-type: none"> • Undertake HR project work as required • Provide general HR advice with regards to terms and conditions of employment/award and EBA interpretation to managers and staff, as required • Assist with the development of new HR Policies, Procedures, Forms and Tools as required • Participation in relevant organisational meetings • Provision of reports in agreed format to supervisor
Other	<ul style="list-style-type: none"> • Participates in supervision • Undertakes professional development as required • Other duties as directed

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular