

# Human Resources Administration Officer

## Position Description



**Position number:** 1217

**Classification:** Band 4

**EA:** Moreland City Council Enterprise Agreement

**Department:** Business Transformation

**Branch:** People and Safety

**Unit:** Human Resources

**Reports to:** Human Resources Officer

**Supervises:** N/A

**Approved by:** Manager People and Safety

### Organisational values:



Date Created: 25 August 2014

Date Modified: September 2021

Date Approved: 29 September 2021

Date Printed: N/A

## Position objectives

To provide general administrative support to the People and Safety team with specific requirements to support the Human Resources Officer and Recruitment Business Partner.

## Key responsibility areas

### Recruitment and Selection

- Follow up on candidate enquiries relating to the status of their applications for particular roles or general recruitment enquiries.
- Ensure hiring managers have sent unsuccessful correspondence to candidates through the Scout recruitment system.
- Archive completed recruitment requests.
- Facilitate Police Checks and medicals through Scout and advise hiring managers of outcomes (including outcomes of medicals).
- Maintain and update Working with Children Check register and save results to individuals' personnel files.
- Conduct working right checks via VEVO as required and complete international Police Checks if required.

### HR Administration

- Support the Human Resource Officer with issuing of new 'starter pack' email.
- Approve New Hire and Variation requests via Scout, draw up contracts for approval and distribute contracts to candidates.
- Update HRIS/payroll system with relevant changes as required.
- Check that all onboarding documents are received and filled out correctly and that the employee record is established in the HRIS/payroll system.
- Advise hiring managers of relevant checklists for onboarding.
- Coordinate processing of salary sacrifice – gym memberships.
- Create and maintain personnel files and file all relevant personnel information and correspondence as required using the Content Manager system.
- Monitor the careers inbox and action and/or distribute emails accordingly.
- Prepare probationary letters and distribute in consultation with HR Business Partners.
- Assist the Human Resources Officer with letters and correspondence as required.
- Update and maintain Human Resources information and forms on Council's intranet.
- Organise name badges for new staff members.

### General Administration

- Create purchase orders and process invoices for People and Safety Branch.
- Assist Safety and Wellbeing Team with WorkCover letters to insurer (Xchanging) regarding reimbursements, remittance of cheques, reimbursement of employee health insurance claims and invoicing for medical expenses.
- Screen calls, take messages and follow up on enquiries on behalf of other staff in the Branch, when necessary.
- Assist with other administrative duties in the People and Safety Branch as directed by the Unit Manager Human Resources and Human Resources Officer.

- Stationery ordering for the Branch.
- Responsible for the distribution and processing of mail for the People and Safety Branch.

## Employee competencies and accountabilities

### Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

### Accountabilities:

- Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.
- Contribute to the achievement of a safe and healthy environment by working in accordance with Council's OHS Policy and Procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

### Other duties:

- Required to undertake other duties as directed.

## Organisational relationships

Internal Relationships	All people leaders and staff People and Safety team Finance team
External Relationships	Potential candidates

## Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 4 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 4, Clause 4)

### 1. Accountability and Extent of Authority:

- The Officer can make appropriate service provision changes following discussion with either the Manager People and Safety, Unit Manager Human Resources or Human Resources Officer.
- The Officer is required to plan their own work and respond to changes affecting deadlines and priorities.

### 2. Judgement and Decision Making:

- The Officer can make independent decisions on the day to day operation of the HR Administration function.
- Guidance and advice is always available from the HR Officer or Unit Manager Human Resources within the time available to make a decision.

### 3. Specialist Knowledge and Skills:

- To have an understanding of human resources administration and accurate record keeping.
- Skilled in Administration and proficient in the use of MS Office applications and familiar with Human Resources Information Systems.
- Ability to understand and perform administrative procedures.
- An understanding of the function of the position within the People and Safety Branch, including relevant policies.

### 4. Management skills:

- Ability to manage own time with minimal supervision.
- Ability to adopt a flexible, adaptable approach to work to meet changing demands and service delivery approaches.
- Ability to initiate appropriate organisational action to ensure internal customers receive the best possible service.

### 5. Interpersonal Skills:

- An ability to work effectively within a team environment.
- Self-starting and motivated, able to work with minimal supervision.
- Ability to communicate effectively with customers both by telephone and in person.
- Well-developed interpersonal skills.
- Maintain a professional, polite and calm approach to all contacts, both internal and external.
- Commitment to service improvement and personal development.
- Ability to prepare routine HR correspondence and reports.

### 6. Qualifications and Experience:

- Tertiary qualifications in the HR or administration field (desirable but not essential).
- 2 – 3 years' experience in a HR administrative role.

## 7. Physical Requirements of the position

### TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	( )	( )	( X )	( )
-below 10kgs	( )	( )	( X )	( )
Manual handling frequency	( )	( )	( X )	( )
Repetitive manual work	( )	( )	( )	( X )
Repetitive bending/twisting	( )	( )	( )	( X )
Working with arms above head	( )	( )	( )	( X )
Lifting above shoulder height	( )	( )	( )	( X )
Using hand tools – vibration/powerful	( )	( )	( )	( X )
Operating precision machinery	( )	( )	( )	( X )
Close inspection work	( )	( )	( )	( X )
Wearing hearing protection	( )	( )	( )	( X )
Wearing eye protection	( )	( )	( )	( X )
Working in dusty conditions	( )	( )	( )	( X )
Working in wet/slippy conditions	( )	( )	( )	( X )
Wearing Gumboots	( )	( )	( )	( X )
Wearing safety shoes/boots (steel cap)	( )	( )	( )	( X )
Working with chemicals/solvents/detergents	( )	( )	( )	( X )
Washing hands with soap (hygiene)	( )	( )	( )	( X )
Working at heights	( )	( )	( )	( X )
Working in confined spaces	( )	( )	( )	( X )
Working in chillers (+4 degrees C)	( )	( )	( )	( X )
Performing clerical duties	( X )	( )	( )	( )
Working on a keyboard	( X )	( )	( )	( )
Driving cars and/or trucks	( )	( )	( )	( X )

Other special features (e.g. nature of chemicals, travelling requirements, etc):

---

### 8. Key Selection Criteria

- Tertiary qualifications in HR or administration field (desirable but not essential).
- 2 – 3 years' experience in a HR administrative role.
- Well-developed interpersonal and communication skills.
- Skilled in MS Office applications and familiar with Human Resources Information Systems.
- Ability to adopt a flexible, adaptable approach to work to meet changing demands and service delivery approaches.