



## Puntukurnu Aboriginal Medical Service

### Job Description Form (JDF)

<b>Position Title:</b>	Human Resources Administrator
<b>Reporting To:</b>	Operations Manager
<b>Award:</b>	<i>Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification:</b>	Administrative Grade 2
<b>Hours:</b>	1.0 FTE 75 Hours per Fortnight
<b>Direct Reports:</b>	Nil
<b>Effective Date :</b>	21 <sup>st</sup> December 2020
<b>Review Date:</b>	21 <sup>st</sup> December 2021

#### Position Overview

The Human Resources (HR) Administrator reports to and is directly accountable to the Operations Manager. The HR Administrator is responsible for providing a broad range of administrative support in areas such as, recruitment and selection; training and development; record keeping and compliance; employee inductions and exits; employee relations' and the review and development of organisational HR related policy and procedures.

The HR Administrator will work closely with the HR Advisor and is primarily responsible for maintaining a highly organised, efficient and confidential human resources database, including all personnel records and files.

#### Position Responsibilities

- Assist with all recruitment and selection related administration including advertising, managing recruitment inbox, scheduling interviews and liaising with applicants.
- Co-ordinate and manage on-boarding and off-boarding processes for employees, contractors and temporary staff including assisting with inductions where needed.
- Assist with monitoring and tracking of completion of activities such as induction programs and probation reviews, and undertake administration related to cyclical people activities such performance reviews.
- Co-ordinate processes, documents and records for employee movements and changes including producing and updating organisational charts.
- Prepare employment contracts, letters, new employee packs, induction packs, and other HR documents and correspondence.

- Co-ordinate training and development requirements, make course bookings, liaise with attendees and facilitators, and manage and track attendance.
- Maintain all HR records, files, registers and databases, as well as HR forms and templates.
- Assist with the generation of HR reports and collate HR data to produce regular and ad-hoc HR metrics reporting, and complete compliance and any funding-related reporting
- Assist with the management of internal and external HR enquiries, respond to information requests and maintain information flows with all business areas regarding HR processes
- Assist in reviewing and developing HR documents, including job descriptions, induction materials and HR policies and procedures.
- Assist in undertaking HR safety and quality and compliance audits as required.
- Provide support and assistance to the HR Advisor in industrial relations matters, with the vision to learn and develop skills in the area.
- Contribute to the delivery of HR projects and programs and perform miscellaneous clerical functions and special projects as assigned.
- Other duties as relevant to the positions and as directed.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### **General Responsibilities**

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Health and Safety Act 1984* (WA).
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

### **SELECTION CRITERIA**

#### **ESSENTIAL:**

- Experience in general administration, reporting and document management, preferably within a HR function.

- Strong administration and written communication skills with excellent attention to detail and passion for delivering work to a high standard.
- Demonstrated effectiveness in contributing to a small team, including the capacity to review and improve workplace practices.
- Proven team oriented approach to work, with demonstrated ability to work collaboratively and co-ordinate information flows within teams and with other business areas.
- Well-developed communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders with the confidentiality, professionalism and discretion required in a HR function.
- Demonstrated drive and initiative, with a proactive approach to work and willingness to undertake tasks outside of core requirements.
- Good analytical and problem solving abilities.
- Good keyboard skills and demonstrate proficiency in the use of business technology and desktop applications; including the use of Microsoft office packages and internet database packages.

#### **DESIRABLE:**

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community;
- Understanding the challenges and issues including social determinants affecting Aboriginal people's health in contemporary Australian society; and
- Tertiary qualification in Human Resource Management, or working towards qualification.

#### **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman.	<b>Accommodation:</b> Nil
<b>Allowances/Conditions:</b> <ul style="list-style-type: none"> <li>• Employment is conditional pending the outcome of the Federal Police Clearance, and where required comply with legislative checks</li> <li>• Unencumbered 'C' class Manual Driver's Licence</li> </ul>	<b>Specialised Equipment Operated:</b>

#### **ACKNOWLEDGEMENT**

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date