

POSITION DESCRIPTION

Position	HR Team Administrator	Position Number	New
Reports to	Senior HR Business Partner	Direct Reports	Nil
Status	Fixed term (18 mths)	Time Fraction	full time
Award	Award Free	Location	Preston

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

This role provides critical administrative support to the VACCA HR Team by ensuring all areas of the team (HR, Recruitment, Payroll, OHS & Projects) are provided with a timely, efficient administrative service.

KEY RELATIONSHIPS

<i>Internal:</i>	Human Resources and Corporate Services Teams; all VACCA managers and staff
<i>External:</i>	Employment candidates

KEY SELECTION CRITERIA

ESSENTIAL

To be successful in this role you will be able to demonstrate:

- Commitment to and understanding of the values that underpin VACCA' vision and purpose
- Awareness and appreciation of Aboriginal societies and cultures, along with awareness of the key issues which impact upon Aboriginal communities, and commitment to continually build knowledge in this area
- Understanding of the critical nature of an administration role to the compliance, success and relationships of the organisation
- Experience in a high volume administrative environment with outstanding organisation and time management skills and excellent attention to detail and accuracy
- Ability to problem solve and work collaboratively and proactively in a busy environment
- Proficiency with MS Office, HRIS and intranet-based information
- Excellent written and verbal communication skills
- Self motivation and a "can do" attitude

DESIRABLE

- Certificate III or above in related discipline
- Work experience in human resources team or high volume administrative environment
- Ability and willingness to participate in system review & improvement
- Interest in a developing career in Human Resources over time

REQUIREMENTS

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities

POSITION ACCOUNTABILITIES

CORE ACTIVITIES

The HR Team Administrator will support the administrative needs of the whole team by stepping in and out of each area as needs arise. At various times this will include:

- Accurately creating and distributing employment contracts
- Preparing and sending pre-employment documentation to candidates and assist with provisioning for new starters
- Processing and follow up employment documentation for all new staff
- Supporting recruitment processes including system maintenance and management
- Undertaking administrative support for recruitment actions
- Accurately processing all employee change forms and providing documentation to employees in a timely manner
- Completing Workcover administration processes
- Completing safety screening tasks for employees and volunteers
- Undertaking data entry or data gathering tasks for projects, payroll or any area of the team
- Issuance of Maternity leave correspondence
- Ensuring employee files are up to date with all relevant records, including but not limited to compliance information, contracts, position descriptions and letters
- Maintaining register of Drivers' Licences and follow up as required
- Participating proactively in team project initiatives
- Supporting team members in periods of high demand and during absences
- Documenting activities to create "how to" guides
- Appropriately seeking advice and assistance when processes are not clear and at times of peak demand

RELATIONSHIP MANAGEMENT

- Proactively engage with the whole HR team through a demonstrated willingness to assist as needed
- Proactively engage with staff at all levels of VACCA to provide a high quality administration service

- Develop and maintain networks and relationships, mindful of cultural sensitivities, with internal stakeholders and contacts

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 3 & 4) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.