



Human Resources Assistant

Position Description

Telephone: (02) 9568 0262

Facsimile: (02) 9550 9383

Position Title	Human Resources Assistant	Email: vinnies@vinnies.org.au
Responsible Council	State Support Office	Website: www.vinnies.org.au
Reports To	HR Operations & Projects Coordinator (Take direction re: recruitment from the HR Advisor, Recruitment & Administration)	Donation Hotline: 13 18 12
Base Location	State Support Office, Lewisham, or such other location as required	
Primary position objective	The HR Assistant is responsible for the provision of human resources support to the Human Resources Team. Primary emphasis will be on assisting HR Partners with processes and documentation to support their client groups and to assist the HR Advisor, Recruitment and Administration with aspects of the recruitment process and provide general HR administration support.	

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW

Departmental Overview

The Human Resources Department is responsible for meeting the Human Resources needs of the Society and over 1,500 employees across NSW engaged in the Retail Operations, Homeless, Addiction, Disability, Family, Childcare and Support Services, as well as and State and Central Council employees. HR provides the foundations and infrastructure for the Society to achieve its objectives by managing the employment relationship with people throughout the employment lifecycle.

Duties and Responsibilities

The HR Assistant is responsible for the provision of human resources administration support and recruitment services to the HR Team of the St Vincent de Paul Society, NSW. The primary objective of this position is to support the HR Partners with people processes and documentation and support the Workplace Relations Advisor, Recruitment and Administration with end to end recruitment and candidate management. Other duties such as filing, human resource data entry and management and other specialist project tasks are also included in this role. Responsibilities include, but are not limited to:

HR Assistance for HR Partners

- Draft and organise contract variations and other employment related letters and documentation
- Provide support regarding timelines, processes and documentation for employment processes (eg probation, parental leave, exit processes)
- Provide current forms and templates to HR Partners or managers as requested or required
- Provide advice to HR Partners and Managers regarding access to information and forms
- Provide information regarding policies and processes to managers or staff, and escalate any issues requiring advice.
- Coordinate Independent Medical Evaluations as requested by the HR Partner
- Check documents drafted by HR Partners for employee details and format as requested
- Maintain Organisational charts
- Coordinate other agreed processes
- Provide support to HR Partners regarding filing and record management
- Escalate complex issues to the relevant HR Partner or to the Coordinator
- Support other members of the HR Operations team as needed

Recruitment:

- As requested, assist with a range of recruitment tasks including placement of job advertisements on the standard websites, long-list job applications or arrange interviews
- Arrange and follow up pre-employment checks
- Draft & organise contracts with relevant attachments and employment packs and send to the new employees
- Update employee files, both electronic and hard copy, and ensure complete documentation
- Maintain the Recruitment spreadsheet to record and track progress of pre-employment checks activity
- Provide regular updates and feedback to the HR Advisor, Recruitment and Administration on all of the above
- Attend to all recruitment enquires from prospective applicants and other third parties, escalate to the HR Advisor, Recruitment & Administration
- Save electronic documents following the WR naming protocol

HR Administration:

- General administration and correspondence as requested and directed by the Head of HR or HR Operations & Projects Coordinator
- Format all HR documentation to present in a professional manner in accordance with HR stylised formats and/or as directed
- Upload information to the Workplace Relations Vintranet site as directed.
- Financial administration for the team – eg. Process invoices for products/services used by the function and collate documentation to show appropriate use of department credit card
- Coordinate catering requirements for HR meetings as requested
- Coordinate and administer other shared processes and documentation for the HR team, eg Pool car, HR training spreadsheet, mail distribution
- Work with Coordinator to set up systems and process documentation to streamline administrative processes

Managing Information:

- Manage the HR Inbox daily including:
 - reply to enquiries where possible
 - direct enquiries to the appropriate person
 - update the inbox according to processes to mark the actions taken
 - alert the HR Advisor, Recruitment and Administration regarding complex enquiries and request to reply
- Maintain accurate records, files and documents pertaining to all HR functions.
- Ensuring appropriate information and records are saved to Employee files
- Maintain security and confidentiality of all employee records, job applications and personal employee and Society issues at all times.
- Support the team to maintain accurate position descriptions and update as required in consultation with the team.

Essential Criteria

- Highly developed verbal and written communication skills
- Experience in an administration role dealing with confidential information
- Strong organisation, administration and time management skills
- Intermediate skills in Microsoft software including Word, Outlook and Excel
- Strong computer literacy including use of internet and information management systems
- Exercise judgement as to the Society's best interests in resolution of employment issues
- Willingness to work within the philosophy and ethos of the Society

Desirable Criteria

- A Human Resources or Business Administration qualification and/or experience
- Experience in an HR role
- Understanding of recruitment and contract processes and best practice
- Experience or understanding of Not-for-profit or community organisations

The St Vincent de Paul Society is an Equal Employment Opportunity Employer