

POSITION DESCRIPTION



Position: Human Resources Officer

Position Level: Community Services Worker classification level 4 (as per Northside's Enterprise Agreement)

Reports to: Director, Human Resources

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A community where everyone matters and has the opportunity to fulfil their potential.

Mission: Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.

Values:

Courage

Integrity

Choice

Innovation

Collaboration

POSITION OBJECTIVE

Under the general direction of Director (HR), the HR Officer role is pivotal to providing excellent service and support to the HR function at Northside. The role provides important coordination and administrative assistance, and delivers efficient and informed HR services spanning the employee lifecycle.

KEY RESPONSIBILITIES AND DUTIES

- Undertake all recruitment and selection related administration including advertising, managing online recruitment system, scheduling interviews and liaising with applicants.
- Coordinate and manage on-boarding and off-boarding processes for employees, contractors and temporary staff including assisting with inductions where needed.
- In consultation with the Director (HR), provide advice on the interpretation of HR Policies, procedures, and guidelines to staff.
- Monitor and track completion of activities such as induction programs and probation reviews, and undertake administration related to cyclical people activities such as performance appraisals.
- Provide payroll administration assistance to the Finance team and work closely on fortnightly payroll processing including the coordination of information required in preparation of each payroll period.
- Assist with preparation of HR metric data reports as required.
- Provide coordination and administrative assistance to the Workforce Health and Safety related projects, meetings and activities.
- Assist in the preparation of reports, presentations, training and other communications, analysing and interpreting information from various sources and HR systems.
- Continually review existing work practices to ensure efficiency of and compliance with current legislation, industrial agreements and policies, keeping procedure manuals up to date.

Reviewed by HR

Review Date

3/05/2022

- Coordinate processes, documents and records for employee movements and changes.
- Prepare employment contracts, letters, new employee packs, induction packs, and other HR documents and correspondence.
- Manage internal and external HR enquiries, respond to information requests and maintain information flows with business areas regarding HR processes.
- Maintain all HR records, files, registers and databases, as well as HR forms and templates.
- Contribute to the delivery of HR projects and programs.
- Undertake general administration tasks to ensure the effective operations of the HR Function e.g., coordination of meetings and provide general administrative support to the HR Manager.
- Undertake other relevant duties as directed, consistent with the employee's skill, competence and training.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Demonstrated experience in coordination, general administration, reporting and document management within a Human Resources function.
2. Understanding of general human resources including recruitment, induction, performance management, grievance, WHS, and payroll functions.
3. Strong organisational and time management skills including the ability to manage competing and/or changing priorities, and deliver to deadlines.
4. Proven team oriented approach to work, with demonstrated ability to work collaboratively and co-ordinate information flows within the team and with other business areas.
5. 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.
6. Strong written communication skills with excellent attention to detail.
7. Good research, analytical and problem solving abilities.
8. Advanced proficiency in Microsoft Office Word, Excel, Outlook, PowerPoint and preferably Visio, and experience using databases and online Human Resources Information systems.

QUALIFICATIONS AND/OR TRAINING

- Relevant tertiary qualification in Human Resources, Employment Relations or similar field with relevant experience; or
- Associate Diploma in Human Resources, Employment Relations or similar field with relevant experience (at least 3 years).
- Membership of Australian Human Resources Institute (Desirable).
- Qualification (or willingness to undertake) in Workforce Health and Safety.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.

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- Occasional lifting, manual handling tasks (e.g., lifting/moving archive boxes).
- Able to work some evenings, weekends & public holidays.

GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			