

# POSITION DESCRIPTION



<b>Department:</b> Shared Services
<b>Position:</b> Human Resources (HR) Administrator
<b>Position Classification Level:</b> Social and Community Services Employee Level 3 (as per Northside Enterprise Agreement)
<b>Reports to:</b> Director (HR)

## 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.

<b>Values:</b>	Courage	Integrity	Choice	Innovation	Collaboration
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## POSITION OBJECTIVE

To provide high-quality administration and coordination support to the Human Resources Team. The role is the first point of contact for enquiries, assisting and directing queries to the appropriate source. The role provides administrative support across the employment lifecycle and adherence to HR policies and procedures.

## KEY RESPONSIBILITIES AND DUTIES

- Support the HR function to provide effective administrative support and exceptional customer service to meet Human Resources goals and ensure work practices adhere to relevant policies and procedures.
- Provide recruitment support in consultation with HR Officer.
- 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.
- Maintain all HR records, files, registers and databases, as well as HR forms and templates.
- Perform a range of administrative tasks, such as preparation of employee documentation and contracts and monitor and respond to HR queries, escalating where appropriate.
- 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.
- Ensure that any personal, private or sensitive information obtained regarding a staff member or client remains confidential.
- Work collaboratively as part of a team, and with staff from other teams as well as external stakeholders, developing positive and professional relationships to achieve organisational priorities.
- 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.

Reviewed by	Human Resources	Review Date	15/07/2022
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## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Demonstrated experience in general administration, reporting and document management within a Human Resources function.
2. Understanding of general human resources including recruitment, induction, performance management, grievance and payroll functions.
3. Demonstrated organisational skills with the ability to accurately process large volumes of work whilst meeting strict deadlines, taking a proactive, organised and effective approach to problem solving.
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. Experience in, and commitment to providing friendly and responsive customer service.
6. Advanced proficiency in Microsoft Office Word, Excel, Outlook, PowerPoint and preferably Visio, and experience using databases and online Human Resources Information systems.
7. A thorough understanding and respect for confidential requirements.
8. Excellent communication skills and a commitment to fostering a positive and supportive team culture.

## QUALIFICATIONS AND/OR TRAINING

- Relevant qualification in Human Resources, Employment Relations or similar field with relevant experience.
- Membership of Australian Human Resources Institute (Desirable).

## PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.
- Occasional lifting, manual handling tasks (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.

Reviewed by	Human Resources	Review Date	15/07/2022
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Employee Name		Date	
Employee Signature			