

Human Resources

Position Description



Position Title:	Recruitment & Human Resources Administrator
Responsible To:	Executive Manager: Human Resources and Quality Assurance
Location:	North and South (South Australia and Western Australia), as applicable
Hours:	76 hours per fortnight but subject to organisational requirements

Position Overview

The Recruitment & Human Resources Administrator works closely with the Executive Manager: Human Resources and Quality Assurance (HR and QA) and Coordinator: Human Resources and Quality Assurance to provide outstanding Recruitment and HR administration services, to all divisions of the Organisation.

Personal Attributes

You will be a mature minded individual with a high level of interpersonal communication and organisational skills. You will be able to build strong relationships with people at all levels. You will be a team player with the ability to show initiative and professionally represent the Organisation. You must be a flexible, outcome focused individual possessing a can-do attitude. You will possess the ability to provide a range of HR functions, and have the skills to effectively maintain and facilitate standards and practices of the Organisation in a variety of situations.

Responsibilities:

The Recruitment & Human Resources Administrator is responsible for:

- Meeting the HR KPIs for Recruitment, Probation (retention) and Personal Development
- Preparing and uploading advertisements on SEEK and relevant Job Descriptions onto the Organisations website
- Reviewing the appropriateness of resume's received for available positions, as per divisional requirements
- Conducting phone, Microsoft Teams and face to face interviews for positions across the Organisation, in conjunction with management
- Conducting thorough Reference Checks
- Preparing and recommending salary negotiations, in line with the Organisations salary and points structure
- During the recruitment process, obtaining required qualifications and clearances as per state legislative and/or contractual requirements
- Preparing and sending Employment Administration documents (manual and electronic contracts) and associated paperwork to the appropriate managers.
- Assisting with the preparation and delivery of staff induction programs as required.
- Ensuring ongoing validity of all required clearances including National Police Clearance, Working with Children Checks, Visas (if applicable) and individual state-based requirements
- Managing the termination and resignation process as directed by Executive Manager: HR and QA
- Undertaking HR catch up calls with new employees at the 4, 9 and 17 week point of their employment
- Ensuring the 6 week, 12 week, 22 week and End of Probation reviews are completed as required by the relevant managers
- Analysing each probation review to ensure all identified performance gaps are addressed and appropriate training is identified and provided
- Conducting Exit Interviews as directed by Executive Manager: HR and QA and Coordinator: HR and QA
- Preparing for, and facilitating staff salary and performance reviews.
- Preparing and distributing formal correspondence as directed
- Facilitating the recruitment and employment of trainees under a contract of training
- Promoting and providing information to management about the organisations policies procedures and programs, including the Employee Assistance Program (EAP)
- Maintaining the integrity of the organisations Intranet, through communications with the IT Department.
- Providing HR support/ advice, information and resources required by the Board and Senior Management Team.
- Assisting with the management of the Organisation's Volunteer program.
- Meeting requirements of the Organisations' Quality Management System

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Other:

- Promoting the Organisation and maintaining a high profile and professional company image.
- Participating in professional development and training as required.
- Involvement and participation in the Organisation's meetings and functions as required.
- Other duties as directed

Quality Standards, Regulations and Responsibilities:

The Recruitment & Human Resources Administrator is responsible for ensuring that the following regulations, standards and codes are complied with:

- The Organisation's Policies and Procedures
- Fair Work Australia legislation and guidelines
- National Employment Standards
- ISO9001
- ISO27001
- Return to Work
- Work Health and Safety Act 2012
- The Government authority Contractual requirements
- The Government authority Code of Practice and relevant Service Guarantees
- The Government authority Complaints Procedure
- The Government authority Deed and Guidelines
- Appropriate authority regulations
- Relevant legal, professional and ethical obligations

Qualifications:

- A qualification in Human Resources, either completed or in progress is desirable.

Key Skills/Attributes:

- Knowledge of relevant legislation including Anti-discrimination, Equal Employment Opportunity, Work Health and Safety, Privacy and Freedom of Information
- Knowledge of Fair Work Australia legislation and guidelines and modern awards
- Demonstrated ability to carry out any task efficiently and to a high standard
- Demonstrated ability to work autonomously and without direct supervision
- A keen eye for detail and concern for accuracy
- Ability to understand and administer quality standards
- Excellent written and oral skills
- Excellent organisational skills with the ability to meet deadlines
- An impeccable reputation for honesty, trustworthiness and fiduciary integrity
- The ability to be flexible to the needs of the Organisation
- Computer skills – Word, Excel, Internet & E-mail.

Additional Factors:

- Drivers Licence is essential
- Working with Children Check
- National Police Clearance prior to commencing employment
- Current COVID-19 Vaccination Schedule

Selection Criteria

- Proven ability to work as part of a dynamic team as well as operating autonomously.
- Advanced communication, interpersonal and negotiation skills.
- A commitment to compliance with the Organisations policies and procedures.
- A responsible attitude to matters of confidentiality.