



## Human Resources Administrator

### Position Description

#### Role Summary

This position plays a key role in maintaining HR systems and managing HR administration. Working closely with the Head of People and Culture, this role ensures that HR administrative processes are followed, employment contracts and HR records are set up, maintained and compliant, deadlines are met and staff are assisted with basic HR enquiries.

This role requires excellent administrative and planning skills, technical expertise in the use of ICT and HR database systems and meticulous attention to detail. There may be a need to take on small scale projects and work on them autonomously.

#### Responsibilities

Responsibilities include, but are not limited to:

- Provide administrative assistance with HR projects and operations
- Coordination and set up of employment contracts and documentation
- Maintain and update staff records in Synergetic
- Maintain volunteer and contractor records in Synergetic
- Maintain and update all staff folders to ensure correct documentation and compliance
- Maintain and monitor all staff WWCC records for compliance
- Assist with range of HR projects and goals
- Administer range of HR functions, including on and off boarding

#### Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

#### OH&S Responsibilities

All staff are also required to:

- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;



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- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

### Skills, Experience & Qualifications Required

- Outstanding customer service skills
- Proficiency in ICT, particularly MS Outlook
- Meticulous attention to detail
- Exceptional data entry skills
- Ability to manage multiple tasks in a busy working environment
- Excellent time management skills
- Ability to build good relationships with a range of stakeholder groups
- Experience in a similar role (desired)

### Reporting To

Head of People and Culture