

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Human Resources Administration Officer	Designation & Classification Level	Level 4
Position No	1027	Division	Corporate Services & Sustainability
Business Unit	Human Resources	Reports To	Human Resources Manager
Location	Katherine	Date Created	May 2021
2. POSITION CONTEXT			
Position Summary/ Purpose	<p>The Human Resources Administration Officer is responsible for the provision of effective and efficient administrative support and assistance associated with the day to day operations of the Human Resources department.</p> <p>Promote, develop and maintain a favourable public image and professional profile for the Council.</p>		
3. KEY RESPONSIBILITIES			
<p>1. Service Delivery, Planning and Monitoring</p> <ul style="list-style-type: none"> • Act as the first point of contact for the HR department and be responsible for managing and responding to all general enquiries from the Council staff, external organisations and other stakeholders and the general public seeking information on matters relating to the Council or the HR Division. • Maintenance of employee compliance mandatory requirements (Driver's license, OCHRE Card and Police Checks) • Provide administrative support and assistance to the members of the Human Resources Team, including administration and preparation of employment contracts and other employment documentation and letters. • Maintain Council's Human Resources Information System • In collaboration with the Recruitment Officer, assist in the coordination of employee on boarding and off boarding processes. • Arrange travel and accommodation on behalf of the Human Resources Division as required. • Process HR invoices, stationary orders, purchase orders, credit card reconciliation • Coordinate HR team meetings and prepare and take meeting minutes as necessary. • Other reasonable duties within the scope of the level as instructed by the Human Resources Manager <p>2. Organisational Sustainability</p> <ul style="list-style-type: none"> • Provide support and assistance to Payroll processes. • Work collaboratively with Coordinators, Managers and other Council staff members to ensure HR and Payroll documentation are maintained and deadlines met. • Maintain high level of confidentiality of Council and Employee Information. <p>3. Quality and Continuous Improvement</p> <ul style="list-style-type: none"> • Contribute to continuous improvement HR administration processes, reporting and systems by involvement in staff meetings, planning days and feedback mechanism. • Participate in training programs and seminars to enhance professional performance. <p>4. Work Health and Safety (WHS)</p> <p>All Council staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> • Undertake work in a manner that is not harmful to their health and safety or the health and safety of others 			

- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training.
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable.

4. SELECTION CRITERIA

ESSENTIAL

1. A relevant Certificate IV in Business Administration, Human Resources or similar discipline, and/or knowledge and skills gained through on-the-job training
2. Strong administration skills with previous experience in providing administrative support including record keeping and documentation in accordance with established procedures
3. Outstanding organisational skills, with the ability to multi-task, deliver to deadline and perform under pressure, while maintaining a high attention to detail
4. Excellent communication and interpersonal skills, including the ability to establish productive working relationships with a wide range of stakeholders
5. Demonstrated commitment to continuous improvement and best practice principles
6. Strong customer service focus, and the ability to work both independently and as part of a team
7. Proven initiative and the flexibility to effectively handle new issues/situations
8. Demonstrated moderate level of competency and experience with of the Microsoft Office suite of programs, particularly Word, Excel and PowerPoint.
9. The ability to exercise discretion in dealing with sensitive and confidential information
10. Previous work experience in a corporate/professional environment with demonstrated ability to work effectively in a small team to achieve the objectives of the organisation and position.
11. Demonstrated ability to work effectively in a cross cultural environment.

DESIRABLE

1. Previous experience in a Human Resources administration or Training role
2. Previous experience in a similar position within the Local Government industry.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia
2. Current Criminal History Check (issued within 3 months) or undertake a new criminal history check prior to commencement of employment with RGRC.
3. Current 'C' Class NT Drivers Licence

5. ACKNOWLEDGEMENT

GENERAL MANAGER	DAVE HERON	Date Approved: 8/9/2021	Signature: 
Employee Name		Date:	Signature: