

Position Description

Position Title:	HR Administrator	Position No.:	CP17
Business Unit:	Corporate Services	Classification:	Associate 2
Reports to:	Snr Manager, Human Resources	Duration of Contract:	3 months (possibility to extend)
Location:	Sydney		

Position Overview

The primary purpose of this position is to provide administrative support to the ACARA human resources function to ensure high quality and timely HR service delivery. In particular, the HR Administrator will focus on HR operational activities to support a range of existing and planned HR programs.

Core accountabilities

1. Comply with and promote WHS instructions, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA's policies including those relating to equity, diversity and sustainability in addition to ACARA's Values and Code of Conduct
3. Work collaboratively within business unit and across the organisation to promote communication and information sharing

Key accountabilities

- Provide logistical support in staff recruitment such as posting advertisements, completing phone screening, tracking applications, organising interviews and managing the dispatch and return of employment documents to successful candidates
- Organise staff orientation and induction
- Assist in the organisation of training events and initiatives and maintain training registers
- Maintain accurate and secure employee records encompassing information such as pay and benefits, leave and separation, and ensure filing and record keeping is consistent with ACARA policies and statutory obligations
- Update ACARA's HR intranet portal to ensure currency and accessibility
- Assist with correspondence for the HR team, including mail merge correspondence
- Provide logistical support in relation to employee relations and wellbeing initiatives
- Provide HR systems administration support such as data entry and checking, provision of passwords, setting up and maintenance of new and existing accounts
- Provide first level HR support and direct / escalate staff enquiries as appropriate
- Generate and distribute HR reports and staff letters / correspondence
- Maintain HR calendar
- Manage HR meeting logistics including venues, agendas and minutes
- Assist with other day to day HR operational requirements

Skills and Experience and Knowledge (Key Selection Criteria)

- Knowledge of the human resources function including a broad awareness of the Fair Work Act
- Well-developed knowledge of and experience in HR program / project management processes, including a capacity to manage priorities and meet deadlines
- Sound experience in HR records management, including a well-developed understanding of issues of confidentiality specific to the handling of HR information
- Strong analytical skills and willingness to challenge assumptions and contribute ideas/ suggestions on how to improve processes or methods
- Excellent oral and written communication (including drafting correspondence to senior management and external stakeholders) and interpersonal skills including the ability to deal professionally and courteously with a diverse group of internal and external clients
- Demonstrated knowledge and skills in business and office administration, including intermediate skills in the Microsoft Suite, capacity to learn and administer proprietary systems, and undertake internet-based research
- An understanding of the customer service requirements of the position and a demonstrated record of strong commitment and achievement in meeting customer needs, including recognising potential conflicts and seeking to resolve issues efficiently and courteously.

Dimensions of the role

Number of direct reports-	Nil
Number of direct and indirect reports-	Nil
Financial delegations-	Nil
HR Delegations-	Nil

Important Relationships

<p>Internal:</p> <ul style="list-style-type: none"> ▪ HR team ▪ GM Corporate Services / CFO ▪ Other General Managers ▪ IT / intranet team ▪ Milura (payroll) 	<p>External:</p> <ul style="list-style-type: none"> ▪ HR systems / solutions vendors ▪ Contractors
--	---

General Manager / CEO Approval

Name			
Signature		Date:	