

Position Description



Position Title: Human Resource Administrator	Division: Executive Operations											
Reports To: Human Resources Advisor	Direct Reports: Nil											
Primary Objective:												
The Human Resources Administrator forms part of the Human Resources Department. This role provides strong administration support to the Human Resources Advisor and wider organisation with particular focus on recruitment, human resource administration and systems support in accordance with TDHS Values and within organisational policies and procedures.												
Position Dimension & Decision Making Authority:	Key Communication Contacts:											
<p>Without referral to manager –</p> <ul style="list-style-type: none"> HR support and advice to staff and managers Where issues/enquiries need to be escalated, document and escalate them immediately to the Human Resources Advisor <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> Develop and document ideas/processes to continually improve systems and procedures. Ensure process measures are continually updated for review and report on activities as appropriate <p>Referred to managers or others –</p> <ul style="list-style-type: none"> Requests for services outside daily coordinated schedule Any matter outside delegation outlined in the Instrument of Delegation 	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Human Resources Advisor</td> <td>Regular contact re: Operational matters and workload management</td> </tr> <tr> <td>Executive Management Team</td> <td>As required contact re: Operational matters and general business activity</td> </tr> <tr> <td>TDHS staff</td> <td>As required contact providing HR support and communication</td> </tr> <tr> <td>Other stakeholders</td> <td>As required contact with other stakeholders</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Human Resources Advisor	Regular contact re: Operational matters and workload management	Executive Management Team	As required contact re: Operational matters and general business activity	TDHS staff	As required contact providing HR support and communication	Other stakeholders	As required contact with other stakeholders	
Contact/Organisation	Purpose/Frequency of Contact											
Human Resources Advisor	Regular contact re: Operational matters and workload management											
Executive Management Team	As required contact re: Operational matters and general business activity											
TDHS staff	As required contact providing HR support and communication											
Other stakeholders	As required contact with other stakeholders											

Position Description



Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Recruitment and Selection	<ul style="list-style-type: none"> • Oversee the administrative components of the end to end recruitment process including: <ul style="list-style-type: none"> ○ Request to recruit ○ Creating and placing job advertisements on SEEK/job boards, websites and print media ○ Send applications to hiring managers ○ Participate in interviews and selection process where required ○ Support hiring managers to complete the recruitment process in a timely manner ○ Populate contracts ○ Send New Starter Packs ○ Action and process onboarding documentation including ID cards ○ Upload Police Checks into appropriate software • Coordinate and assist with hosting HR Orientation for new starters • Assist in the preparation of orientation and induction material 	<ul style="list-style-type: none"> • Recruitment and Selection activities are completed in a timely manner • 100% of new staff attend HR Orientation within the first three months of employment • All new starter documentation is processed 1 week prior to the employee start date • New employees do not commence employment without completing the relevant paperwork and employment checks • Orientation material is recorded as complete on the employee record
2. Contract/Variation Paperwork Coordination	<ul style="list-style-type: none"> • Produce employment contract information to new and current employees as per manager and Executive approval • Ensure all New Starter and Variation information is forwarded to new and existing employees 	<ul style="list-style-type: none"> • Information sent within 48 hours of contract/variation completion • All details correctly recorded prior to employee commencement

Position Description



	<ul style="list-style-type: none"> • Ensure all New Starter information is received and accurately completed by the new employee • Ensure all personnel information is accurately recorded in required payroll, recruitment & contract administration systems prior to employee commencement 	
<p>3. Routine Correspondence Preparation</p>	<ul style="list-style-type: none"> • Generation of routine correspondence using standard formats including: <ul style="list-style-type: none"> ○ Statements of Service ○ Parental Leave ○ Transition to Retirement ○ Flexible Working Arrangements ○ Other routine information required 	<ul style="list-style-type: none"> • Correspondence completed within 48 hours of request
<p>4. General HR Administration</p>	<ul style="list-style-type: none"> • Maintain personnel records both manual and electronic where updates are requested by staff and updating all required systems • Provide word processing and spreadsheet documents and record data as requested and approved by the Human Resources Advisor • Maintain up to date and accurate digital records and hard copy archiving for all correspondence, personnel files, etc. where appropriate • Ad-hoc support to Human Resources Department as required. • Responding to general enquiries and escalating where appropriate. • Adhering to set key performance indicators in relation to response times 	<ul style="list-style-type: none"> • All details correctly recorded in appropriate systems • No outstanding filing • No workload backlog during periods of absence within the team • Queries actioned within relevant timeframes • Documentation audits • IR correspondence is monitored and triaged within 48 hours

Position Description



	<ul style="list-style-type: none"> • Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure organisational standards are met and maintained • Participate in various projects as directed by the Human Resources Advisor • Active Directory management and updating • Maintain Employee contracts register • Setup and order Employee Identification Badges and associated hospital access • Provide basic IR assistance to Managers and Executive team by reviewing and interpreting Enterprise Agreements, escalating queries and issues outside of scope to the Human Resources Advisor • Monitor and triage any IR related correspondence from associations such as VHIA and Unions • Monitor and triage any government related correspondence from departments such as DHHS and VPSC • Triage and redirect employee queries, providing basic human resources support within scope of experience and as required • Execute off-boarding procedures for exiting staff including system updates and finalisation of paperwork and property 	
<p>5. Compliance Administration</p>	<ul style="list-style-type: none"> • Compile and maintain list of employees requiring renewal police checks, employee working with children checks and NDIS checks, ensuring communication when renewal is due to employee and 	<ul style="list-style-type: none"> • Employee checks are 100% complete at all times • Issues concerning employee checks are promptly escalated

Position Description



	<p>manager</p> <ul style="list-style-type: none"> • Process returned applications and follow up further documentation required in a timely manner to ensure employees checks are renewed prior to expiry date • Conduct escalation process if employees checks are still required • Ensure relevant systems are updated with most recent employee check information • Complete annual credential checks 	
<p>6. Organisational Infection Control and Quality Improvement Standards</p>	<ul style="list-style-type: none"> • Ensure all practice is conducted in accordance with infection control policies, procedures and standards • Participate in relevant organisational quality accreditation processes • Participation in quality improvement activities • Complies with all TDHS mandatory training requirements 	<ul style="list-style-type: none"> • Adherence to infection control and quality standard legislative requirements at all times • Demonstrated participation in accreditation processes • Evidence of continuous improvement • Evidence of completion of all mandated training by annual date • Evidence of current Influenza Vaccine and willingness to obtain annually
<p>7. Code of Conduct and Equal Opportunity</p>	<ul style="list-style-type: none"> • Develop and maintain sound knowledge of and commitment to TDHS policies and procedures • Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment • Demonstrate and abide by TDHS’s Workplace Code of Conduct, including the core values: Integrity, Compassion, Accountable, Respect and Excellence • Participate in promoting a safe working environment • Ensure an appropriate level of customer service is 	<ul style="list-style-type: none"> • Aware of and promotes TDHS policies and procedures • Core values are reflected in decision making and everyday behaviour • Adherence to the TDHS Code of Conduct • Participation and compliance of all occupational health and safety policies and procedures (including emergency response) • Consumers are made to feel welcome and

Position Description



	provided, demonstrating a friendly and supportive approach to our consumers	supported at all times
--	---	------------------------

Position Description



Key Challenges:	Key Selection Criteria (Qualifications, Experience and Personal Attributes)
<ul style="list-style-type: none"> • Maintaining accuracy of work in a busy environment • Adapting to a changing environment • Prioritisation of workload 	<ul style="list-style-type: none"> • Cert III in Human Resources or higher and /or relevant experience • Strong experience in a fast paced, result driven administration function • Excellent writing skills, including spelling, grammar/punctuation and demonstrated ability and experience in the preparation and drafting of correspondence • Proven ability to multitask and adapt to changing demands • Ability to communicate effectively with a wide range of stakeholders and manage stakeholder’s expectations effectively • Excellent system administration/accurate data entry skills • Advanced skills and knowledge in Microsoft Office programs particularly Word, Excel, Access and Outlook • Possess strong professional ethics, including the ability to exercise sound judgment and confidentiality in relation to sensitive matters • Ability to prioritise tasks and meet deadlines • Proven ability of strong attention to detail • Demonstrated ability to use initiative and confidently use assertion skills where appropriate. • Understanding of working with a highly confidential data <p>Desirable</p> <ul style="list-style-type: none"> • Qualifications in Human Resources • Previous experience working in the health field • Good understanding of Information Systems including software

I have read and understand the requirements and responsibilities of my Position Description.

Signed:

Name:

Date: / /