



Position Description

Our Vision:

Ensure better access to responsive and high-quality aged care services for older people from all backgrounds.

Our Purpose:

Provide access to aged care and service options which are affordable and inclusive of people with diverse experience and backgrounds.

Our Values (ICARE):



Position Title:	Systems and HR Administrator	Position Reports To:	Recruitment Manager
Position Purpose:	<p>The Human Resources Administrator is responsible for the provision of system administration and contract maintenance to support current employees across the organisation. The position supports all aspects of the employee lifecycle from onboarding and contract variations through to terminations of employees under the guidance and direction of the Recruitment Manager.</p> <p>The role also co-ordinates information flows for compliance and people processes, contributing to the delivery of effective and efficient HR activities and programs that support the broader organisation.</p>		
Positions Reporting to this Position:	Nil. Reporting lines may change from time to time in accordance the organisation's needs.		

Qualifications:	<ul style="list-style-type: none"> Ideally Diploma in Human Resources, however an equivalent level of experience within an HR Department will be highly regarded.
Skills:	<ul style="list-style-type: none"> Discretion and high level of confidentiality. Compliance focused with superior attention to detail. Ability to manage own workload effectively and assess priorities to meet conflicting deadlines. Exceptional customer service skills, providing timely support and information to internal customers and external candidates. Highly developed interpersonal skills and verbal/written communication skills.

	<ul style="list-style-type: none"> ▪ Good understanding of current legislation around Awards and Enterprise Agreements. ▪ Proficient across the MS Office suite. ▪ Experience with Microsoft Excel functions
<p>Experience:</p>	<ul style="list-style-type: none"> ▪ In a similar HR administration role, preferably (but not essential) within aged care/or health sector. ▪ Using HR, information management and payroll software (Doutta Galla uses Emplive, Martian Logic and Micropay). ▪ Providing a very high standard of quality customer service. ▪ Generating HR reports.
<p>Duties:</p>	
<p>Administration:</p>	<ul style="list-style-type: none"> ▪ Provide administrative support within the People and Culture team relating to the employment lifecycle of employees. ▪ Maintenance of employment contract variations ▪ Sending company communication emails and notifications ▪ Maintain the integrity of employee data in Emplive including data that is changed during an employee's employment cycle e.g. pay levels / hours etc and Enterprise Agreement changes. ▪ Follow up with and provide updates to internal stakeholders around updates to employees employment contract i.e. Residential Services Managers, Payroll and Workforce Coordinator ▪ Generating and reformatting Excel reports as required ▪ Provide advice and assistance to Managers regarding Emplive and Martian Logic. ▪ Undertake regular audits of employee data within the HR software systems, including pay level maintenance. ▪ Monitor the HR inbox and ensure all communications and queries are either forwarded to the correct persons or resolved ▪ Assist with the administration and coordination of onboarding documentation packs through the onboarding system. ▪ Ensure that existing employees maintain ongoing compliance with employment requirements, including AHPRA registration, visa status and mandatory competency assessments and produce reports that inform managers about action that needs to be taken. ▪ Prepare, file and maintain new employee files for employed candidates. ▪ Establish and maintain as appropriate, efficient office and administration systems, including HR records management, document destruction, filing electronic paperwork and digitising copy paperwork in line with the organisation's policies and procedures. ▪ Prepare reports, documents, letters, files etc as required. ▪ Undertake general administrative office duties as required. ▪ Undertake projects/additional duties from time to time as nominated by the Recruitment Manager or Chief People & Culture.

<p>Recruitment:</p>	<ul style="list-style-type: none"> ▪ Provide assistance with the recruitment process e.g. posting job ads, shortlisting candidates, arranging and partaking in interviews, reference checking potential candidates. ▪ Communicating with hiring managers as required.
<p>Professional Responsibility:</p>	<ul style="list-style-type: none"> ▪ Abide by and adhere to the organisation's human resource policies and procedures and Employee Code of Conduct & Practice. ▪ Contribute to a harmonious workplace and carry out duties in a cooperative and respectful manner that recognises the role of other team members in the delivery of quality services. ▪ Actively contribute to the establishment and maintenance of constructive relationships within the corporate office, the residential Homes, the wider organisation and with external stakeholders. ▪ Communicate in a clear, concise and accurate manner, whilst respecting the opinions and suggestions of others. ▪ Prioritise tasks effectively to meet deadlines ensuring work is completed with integrity and accuracy. ▪ Work collaboratively with colleagues to achieve common objectives and assistance where needed.
<p>OH&S:</p>	<ul style="list-style-type: none"> ▪ Ensure the maintenance of a safe working environment that meets regulatory requirements and undertake all duties in a manner that demonstrates, at all times, due regard for the wellbeing and safety of self, colleagues and residents. ▪ Adhere to Occupational Health and Safety Act and associated policies and procedures. ▪ Respond appropriately to situations of risk or potential risk to residents, staff and public. ▪ Monitor the safety of equipment and ensure equipment is maintained and used in a safe manner in line with manufacturer's instructions and organisational guidelines and report any breakdown or requirements. ▪ Actively participate in training and education sessions regarding occupational health and safety. ▪ Understand emergency code management, fire and evacuation procedures and implement if required. ▪ Report immediately all accidents / incidents in accordance with organisational guidelines and where necessary document in accordance with organisational guidelines.
<p>Feedback and Complaints:</p>	<ul style="list-style-type: none"> ▪ Comply with all Privacy Legislation requirements and Doutta Galla confidentiality statements when communicating information pertaining to residents, staff and the operations of any Doutta Galla facilities. ▪ Ensure that feedback and complaints received are forwarded and/or escalated to the appropriate persons.

	<ul style="list-style-type: none"> Facilitate awareness of and access to advocates, language services and other methods of raising and resolving complaints in accordance with Doutta Galla policies and procedures and within scope of role.
<p>Acknowledgement:</p>	<ul style="list-style-type: none"> I have read this position description and agree to undertake the duties and responsibilities as listed above. I understand I am responsible for ensuring I undertake my duties in accordance with the Aged Care Quality Standards. I understand this position description is subject to review and amendment at any time, as appropriate and approved by HR. I also acknowledge that I may be required to undertake additional duties and responsibilities from time to time that are not detailed above. I have read and understood the Doutta Galla Code of Conduct. <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>