

Position Description

People & Culture – Administration Officer

Position Title:	People & Culture Administration Officer	Directorate:	Community & Corporate Services
Position Number:	100159	Department:	People & Culture
Employment Status:	Part-Time	Position Type:	Indoor Employee
Employment Type:	Fixed-term (12 months)	Location:	374 Main Road, Glenorchy
Classification Structure:	Grade 2		
Reports to:	Human Resources Business Partner		

PRIMARY PURPOSE:

The primary function of this role is to provide administrative support to the People & Culture team, ensuring accurate document management, system updates, and compliance with policies, procedures and legislation.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **People & Culture (P&C) Administration Officer** reports to the **Human Resources Business Partner** for all operational and management matters.
- The role is a key contributor to the P&C Team and will liaise with Chief Executive Officer, Directors, Managers and all other employees of Council.

2. External:

- The role will liaise with external stakeholders such as industry suppliers and service providers for information goods and services as required.

Our Values



WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates
Everyone is heard and is valued
We care for the well-being and safety of each other
We check in on each other without being prompted
Listening and being listened to matters



WE ARE TRUSTED

I've got your back and you've got mine
We do what we say we will
We are empowered
Have honest and open conversations
We are trusting and trustworthy
We learn from our mistakes and share what we learn



TOGETHER WE ARE BETTER

Robust and thoughtful decision making together
Solving important problems together
We reach out to others and across teams for help
We collaborate more and handball less
Share our skills and knowledge



WE DELIVER

We serve and stand up for our community
We knuckle down and focus on what matters
We are courageous and determined to find a way
We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own
We trust and are **TRUSTED** by each other
We know that by working **TOGETHER** we achieve better outcomes
We take personal responsibility, and together we **DELIVER** for our community

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

Accountabilities And Responsibilities

Administration

- Provide high-quality administrative support to the People and Culture team, ensuring confidentiality of all personal and sensitive information.
- Manage and maintain up-to-date, accurate information across the Intranet, Internet, and HR Information Systems (HRIS).
- Coordinate the management of the People & Culture team's shared inboxes, including responding and coordinating responses to general queries.
- Processing of internal forms.
- Ensure the accuracy, quality, and compliance of People & Culture documentation, in line with quality assurance standards and Council procedures.
- Ensure consistency and accuracy of data entry and document management within HRIS, file shares, electronic filing systems.
- Draft correspondence, including emails, letters, memos and other documents as required.
- Coordinate interview packs, including interview guides and materials, for recruitment processes and hiring panels.
- Organise and manage background checks related to recruitment processes, including reference checks, working rights, pre-employment medical checks, and compliance checks.
- Coordinate the logistics of training sessions, conferences, and inductions, including booking rooms, organising catering, managing attendance, and printing materials.
- Support employee lifecycle processes, including onboarding, offboarding, and record management.
- Provide administrative support for projects and initiatives across the People and Culture team.

Team Work & Collaboration	▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	▪ Promote the positive image of Council as a whole. ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Implement, evaluate and continuously improve quality systems and processes for the section.
Organisational Responsibilities	▪ Undertake all activities in accordance with GCC's code of conduct, values, policies, procedures, and relevant legislation. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices. ▪ Represent the Council in a professional and positive manner when engaging with internal and external stakeholders. ▪ Take reasonable care for your own health and safety and that of others who may be affected by your actions or omissions. ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements. ▪ Ability to work from any Council location. ▪ May be asked to perform other duties aligned with skills and experience. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.

Key Selection Criteria	
Essential	▪ Certificate III in Business or Human Resources, or experience in a similar role.
Desirable	▪ HR administration experience within a medium to large, multi-skilled organisation.
Licences	▪ Current registration to work with vulnerable people (RWVP) ▪ Drivers Licence (preferred but not essential)
Skills and Experience	▪ Experience working in mid-to-large organisations. ▪ Knowledge or the ability to obtain knowledge of human resources legislation, including Enterprise Agreements, Awards, and the National Employment Standards, with practical experience in preparing routine correspondence and providing advice. ▪ Strong written and verbal communication skills. ▪ Proficient using HRIS and other applications for data entry, record-keeping, and reporting. ▪ Exceptional attention to detail with the ability to prepare, review, and manage documentation and data. ▪ The ability to maintain compliance and confidentiality. ▪ Excellent interpersonal skills and a proactive, positive approach. ▪ Ability to build and maintain effective working relationships. ▪ Strong organisational, multitasking, and time management abilities.

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements, I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	