

**Company TBA**  
**Address TBA**  
**ABN TBA**

<b>Position Title</b>	HR Administrator
<b>Reporting To</b>	Directors
<b>Direct Reports</b>	Recruitment Coordinators and Consultants
<b>Location</b>	As Above
<b>Employment Type</b>	Full Time
<b>Modern Award</b>	Clerks Private Sector Award 2020 [MA000002]
<b>Modern Award Level</b>	2
<b>Hours of work</b>	38 hours per week as rostered – Monday to Friday, normally 9am to 5pm for 4 days a week and one day starting at 8:30 am
<b>Travel Required</b>	Possibly
<b>Required Meetings</b>	As and when scheduled

### **VISION STATEMENT**

At the Company our mission and our passion is to make a difference in people's lives by providing quality care and support to the people who need it most.

### **MISSION STATEMENT**

The Company aims to achieve this mission by utilizing the expertise and compassion of its team of dedicated health care professionals and support staff.

### **POSITION SUMMARY AND PURPOSE**

The HR Administrator role is the oversight and administration of HR systems and processes for the Company and their application to Company personnel. The success of the business relies on these strong and comprehensive HR systems and processes which support and nurture all workers of the Company and ensure all personnel are fully familiar with the Company Vision and how the vision will be achieved.

### **RESPONSIBILITIES**

#### **Specific Duties**

- Continually create and/or review HR documentation, inclusive of meeting invitations, position descriptions, offers of employment and employment agreements, disciplinary processes, investigative processes, statements of services etc., based on existing templates, and the creation of new templates as required
- File and archive records in the relevant HR software
- Assist in the development and implementation of best practice policies, procedures and systems
- Administer and manage the HR function for the Company
- Administer the Company HR software
- Liaise with external providers of HR services engaged by the Company

### **GENERAL DUTIES**

It is the responsibility of all Company employees to ensure the following:

- Compliance with all Company policies and procedures, as amended from time to time, a copy of which will be or has been provided to you by the Company. In particular, compliance with:
  - The Company Workplace Health and Safety Policy
    - Immediately report any hazard/s, real or potential to a supervisor or manager and, if safe to do so, remove the hazard
    - Maintain a safe and clean workplace environment
  - The Company Code of Conduct Policy
    - Comply with all lawful and reasonable directions provided by the Company and/or Company managers and/or supervisors
    - Do not engage in any unlawful conduct in the course of your employment while on work premises or when using any Company resources
    - Treat all stakeholders of the Company with courtesy and respect at all times
- From time-to-time workers may be required to perform duties which fall outside the specific responsibilities as listed above and in accordance with instructions from the Company and/or its managers or supervisory personnel. Provided these instructions are reasonable and do not contravene any law, regulation or condition of employment and, are within the level of competency and training of the worker, it is expected the worker will follow the instruction/s.

## **CLIENT RELATIONS**

The Company is committed to providing the highest standards of customer service therefore all staff are required to conduct themselves, at all times, in a manner commensurate with this goal.

## **AUTHORITY and AUTONOMY**

This position has the authority over and, responsibility for, all HR matters related to the workers of the Company and its franchisees and will be required to work autonomously with the support of and, in consultation with, company directors and consultants from Assurance HR Management Pty Ltd (AHR).

## **ACCOUNTABILITY**

The HR Administrator is accountable to the Director/s for the quality, accuracy and timeliness of the work undertaken.

## **REQUIRED SKILLS AND QUALIFICATIONS**

<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of a Diploma in Human Resources Management or similar</li> </ul>
<b>Previous experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar position in the Healthcare Industry</li> <li>• A comprehensive understanding of the HR function and related legislation and regulation is required</li> </ul>
<b>Specific skills required</b>	<ul style="list-style-type: none"> <li>• Exceptional communication skills, written and verbal</li> <li>• Strong attention to detail</li> <li>• Excellent grammatical and literary skills</li> <li>• Exceptional organizational and time management</li> </ul>

	<p>skills</p> <ul style="list-style-type: none"> <li>• Ability to use initiative and problem solve</li> <li>• Ability to contribute ideas and demonstrate initiative and flexibility</li> <li>• Ability to work both individually and as part of a team</li> <li>• Excellent interpersonal skills</li> <li>• Basic IT skills and proficiency with Microsoft Office Applications or similar and HR software applications</li> </ul>
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### PERFORMANCE GOALS

To be a team player

To maintain a positive and approachable attitude

To listen and take on board the views and/or opinions of others

To respect the team and customers

To work in a safe, neat and tidy manner

### PERFORMANCE REVIEWS

This position will be subject to regular performance reviews at intervals as determined by the Company.

**This Position Description forms an integral part of any offer of employment from the Company and will sit alongside any employment agreement executed between you and the Company**

By signing below, I acknowledge I have received and read a copy of this position description, and I understand the requirements of the position. I do not know of any reason why I would not be able to complete the duties as listed above. If I am unsure of anything outlined above, I will contact Director for clarification.

Employee Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: ..... / ..... / .....