### Position Description

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| **Position Title**  Administration Officer – People and Culture | **Reports to**  People and Culture Manager |
| **Award**  Workskills Employee Collective Agreement (2017) | **Minimum Classification**  CO1 |
| **Hours of Work**  Part time, 32 hours per week  Hours negotiable between 8:30am -5:00pm Monday to Friday. | **Dress Code**  Neat office attire, excellent presentation, well-groomed at all times |

**Prime Functions:**

The Administration Officer - People and Culture provides a broad range of high level administration and general HR support to the People and Culture functions to ensure all HR activities are completed to a high standard, in a timely manner. There is a strong focus on working as part of a collaborative team to achieve team and project outcomes.

**Principal Accountabilities:**

1. Provide high level, timely and accurate administration support to the People and Culture functions.
2. Administration
3. Networking and communications
4. Compliance with Legislation, relevant Deeds and Workskills policies and procedures
5. Quality Assurance and Continuous Improvement
6. Teamwork and Responsibilities

**Performance Dimensions:**

**1. People and Culture Responsibilities**

**End result: The provision of high level, timely and accurate support to the People and Culture function, ensuring high attention to detail and strict confidentiality at all times.**

* Provide administration support across all People and Culture functions including: Training and Development; HR compliance; Recruitment; Employee On boarding; Work Health & Safety and Employee Engagement & Experience.
* Complete a broad range of administrative tasks using a range of business systems and technologies including but not limited to: Microsoft Office (Word, Excel, PowerPoint, Outlook & Teams), Human Resource Information Systems, Document Management systems
* Maintain various HR databases, files (electronic and manual), and other information management systems ensuring all information is kept up-to-date, accurate and confidential
* Provide back up support for recruitment and on boarding related activities as requested by the People and Culture Manager
* Assist with ad hoc duties and projects as required appropriate with capabilities
* Research, collate and distribute information using a variety of resources and appropriate communication channels both internally and externally.
* Maintain the strictest level of confidentiality in regards to all people and culture activities at all times
* Liaise with internal and external stakeholders

**2. Administration**

##### End result: An efficient and effective system to ensure easy retrieval and reporting of accurate information

* Ensure all employee data, records and other correspondence is stored in a confidential manner and in the relevant databases and files
* Assist with the preparation of reports as requested by management
* Respond promptly to all enquiries
* Carry out other duties as requested by management

**3. Networking and Communications**

**End result: Effective relationships and collaboration with all stakeholders**

* Develop and maintain positive links with internal business units, community, government departments, training organisations and community service providers
* Liaise with all staff throughout the organisation to ensure an effective approach to all HR activities and initiatives
* Promote Workskills to all stakeholders

**4. Compliance with Legislation, Relevant Deeds and Workskills Policies and Procedures**

##### End result: 100% compliance achieved.

* Carry out all functions in compliance with relevant Legislation, Deeds and contracts
* Ensure Workskills Policies and Procedures, EEO, Affirmative Action, Anti-discrimination and WHS legislation are implemented, and records are stored in compliance with the Archive and Privacy Acts
* Ensure that all funding body policies, procedures, guidelines and contractual obligations, including compliance with the Code of Practice and Service Guarantees, are carried out and are operating satisfactorily
* Ensure confidentiality in all areas of the business
* Remain aware of, and up to date with, legislative changes and developments
* Promote awareness and compliance with WHS practices; adopt and promote pro-active WHS strategies
* Participate in regular audits and other quality assurance processes to ensure adherence to all contractual and legislative requirements

**5. Quality and Continuous Improvement**

**End result: 100% compliance achieved (QA Framework)**

* Comply with all aspects of Workskills Quality Assurance and Continuous Improvement Framework
* Follow policies and procedures within the QA Framework
* Contribute to the on- going accreditation of Workskills Quality Assurance System through training and audit processes
* Contribute to the Workskills Continuous Improvement system outlined in the QA & CI Framework

**6. Team work and Personal Responsibilities**

##### End result: A harmonious work place and a commitment to personal development

* Abide by all Workskills policies, procedures and codes
* Participate in all individual and team Performance Reviews and monitoring activities
* Ensure compliance with WHS legislation and policies, and promote proactive WHS strategies
* Contribute to Workskills Risk Management and Continuous Improvement processes
* Participate in staff meetings, training sessions, professional development opportunities and any other meetings as required
* Maintain a high level of personal presentation and be polite and courteous at all times
* Ensure that all colleagues, clients and stakeholders are treated with dignity and respect at all times
* Carry out other duties as directed

**Selection Criteria:**

**Essential:**

* Understanding of Human Resource functions
* Demonstrated experience in an Office Administration or operational HR role
* High level planning, organisation, problem solving and IT skills
* Demonstrated high levels of interpersonal, written and oral communication skills
* Demonstrated ability to produce work with accuracy and high attention to detail
* Ability to understand and maintain the strictest level of confidentiality
* Ability to interpret and understand contracts, guidelines and legislation
* Ability to multi task and pivot to changing priorities
* Ability to work autonomously and as part of a team
* Current satisfactory National Police Check and Tasmanian Working with Vulnerable People Registration

Desirable:

* Experience working in the Not for Profit and or Community Sector
* Qualifications related to Human Resources or Business Administration

**Work Health Safety and Diversity**

Workskills Incorporated is a decentralised employer with staff deployed across greater Hobart and Southern Tasmania. Staff may be transferred between locations according to business needs.

Workskills Incorporated is committed to high standards of performance in relation to workplace health and safety and the provision of equal employment opportunity. All employees are expected to maintain safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of discrimination and harassment from the workplace.

Workskills Incorporated promotes the introduction and application of information management systems and solutions to optimise its capacity to meet its business objectives. Consequently the successful applicant may work extensively with screen-based equipment.

All employees are expected to utilise information management systems responsibly and in accordance with privacy principles and Workskills Incorporated discrimination and harassment policies. All Workskills Incorporated employees must comply with the Safe Children and Young Persons Code of Conduct, The Code of Practice, The Service Guarantees and other contractual and legislative requirements under which the organisation operates.

The position is located in a smoke-free, office based environment. Smoking is not permitted in Workskills vehicle.