POSITION DESCRIPTION

HR Administration Officer

RESPONSIBLE TO: Chief Executive Officer (CEO)

REPORTING TO: Finance Team Leader

SUMMARY OF THE BROAD PURPOSE OF THE POSITION AND ITS RESPONSIBILITIES/DUTIES

The Finance Team comprises the Finance Team Leader (FTL), Finance and Payroll Officer (F&PO), Finance Support Officer (FSO) and HR Administration Officer (HRAO), managed by the General Manager (GM). The HRAO provides human resource administrative support across the entire employment lifecycle. The HRAO will be an expert administrator of the organisations HRIS system (ELMO), coordinating the maintenance and development of system functions. The HRAO will support recruitment activities, coordinate onboarding, offboarding and staff movements, and apply meticulous confidentiality and attention to detail when maintaining human resource records.

REPORTING / WORKING RELATIONSHIPS

- Accountable to the Chief Executive Officer for achieving the expected outcomes of the position and practicing within the philosophy of the Organisation and its aims, policies and protocols.
- Reports to the Finance Team Leader.
- No staff report to this position.
- Liaises across all levels of the organisation as necessary.
- The HR Administration Officer role sits within the Finance Team, within the Corporate Services Unit.
- Participates in the organisation's Staff Development Plan which is conducted on a regular basis.

Culture – To Do No Harm – To Continuously Improve

All employees are expected to contribute positively to the organisation by displaying the values and expectations contained within our Cultural Framework (Appendix A at the end of this document).

Values and Expectations:

Summit Health is a learning organisation that continually evolves and adapts to opportunities. We operate in a high-trust environment. To support this, all employees must promote and adhere to our values: To Do No Harm and To Continuously Improve.

SPECIAL CONDITIONS

- Some out-of-hours work may be required from time-to-time and will be remunerated in accordance with the Enterprise Agreement.
- Current Drivers Licence may be required.
- Use of own motor vehicle may be required, for which a cents-per-kilometer allowance will be paid.

- Employment is subject to maintaining a satisfactory Employment is subject to a satisfactory Department of Human Services Working With Children Check and mandatory vaccinations as determined by legislation.

STATEMENT OF KEY RESPONSIBILITIES

Human Resources

- Become an expert administrator of ELMO, including the development of workflows, forms and other system functions.
- Facilitate and support HRIS system training for managers and employees.
- Provide administrative support for employee feedback and other surveys,
- In consultation with the FTL, respond to general HR related enquires.
- Ensure HR related reports are created and distributed in a timely manner, as required.
- Assist the Finance Team with employee leave and payroll related tasks.
- Assist with other tasks as reasonably directed.

Coordination of Onboarding and Offboarding Processes

- Provide administrative support throughout the recruitment process including management of applications, scheduling interviews and conducting reference checks as required.
- Work closely with staff from across the organisation to ensure the timely completion of all onboarding and offboarding tasks.
- Arrange and facilitate inductions.

Compliance and Quality

- Monitor, coordinate and maintain mandatory HR compliance items for all workers.
- Proactively support organisational and individual compliance with all HR related policies and procedures.
- Proactively contribute to HR related policy and procedure development.
- Ensure appropriate HR records are maintained at all times.
- Undertake all HR related filing in a timely manner, including significant archive requirements in line with the organisations document life cycle policy.

General

- May be required to provide ad-hoc administrative support to the Corporate Services unit as required from time-to-time.
- Demonstrate commitment to the principles of operation contained in the Summit Health Quality Manual.
- Advocate our vision to all stakeholders.
- Operate within the delegated boundaries of the position, particularly with regard to the confidential nature of financial and organisational information.
- Identify opportunities and participate in own professional development.

Work, Health Safety (WHS)

- The employee has a responsibility, under the WHS Act (SA 2012), to ensure their own health and safety at work along with their fellow employees.

The employee has a responsibility to abide by the organisation's WHS policies and relevant direction as set out in the Quality Manual.

PERSON SPECIFICATION

Essential Requirements

- Demonstrable ability to apply a high attention to detail in all work activities.
- Proven interpersonal skills at all levels.
- Proven ability to participate in a multidisciplinary team environment, prioritise workloads, set goals, achieve outcomes, work to targets and manage multiple deadlines.
- Excellent written, verbal and consultative communication skills.
- Proven commitment to the principles and practice of Quality management and client oriented service.
- Demonstrable competence in the use of desktop applications including the Microsoft Office suite of programs.
- Demonstrable commitment to ongoing professional development.

Desirable Requirements:

- Certificate IV in Human Resource Management or above.
- Experience as an administrator of ELMO or similar HRIS systems (highly desirable).
- Knowledge of ISO 9001:2015 principles.
- Experience working with a broad range of industrial instruments, including Awards and Enterprise Agreements and Contractor Agreements.

SUMMIT HEALTH

Summit Health Cultural Framework

Appendix A

TO DO NO HARM – TO CONTINUOUSLY IMPROVE

	EXPECTATIONS							
	Be Customer Centric	**Be Accountable**	**Be an Engaging Communicator**	**Problem Solve**	**Be Collaborative**	**Be Adaptable and Resilient**	**Inspire Leadership**	**Strategic Innovation**
INDICATORS	• Wanting to deliver value • Striving to ensure customer satisfaction • Deliver on your 'promise' • Anticipate customer needs • Build relationships at every opportunity • CONTINUOUSLY IMPROVE	• Offer and embrace innovative solutions • Take ownership - its ok to make mistakes if we learn from them • Celebrate the achievements! • Be open and transparent • Communicate all progress to your manager and peers • Encourage a solutions-oriented culture • DO NO HARM	• Ask questions and listen to understand • Use positive language • Acknowledge other viewpoints • Understand the views of others before acting • Be clear and concise with your intent, ideas and feelings • Shape the opinions of others by applying these traits	• Analyse the problem not just from your perspective • Consider the options • If you've thought it through, back yourself to make the decision • Make the decision consistent with our values and Strategic Plan • Be creative - think outside the square • Proactively address potential problems • Anticipate • Become the expert in your domain	• Be a team player • Embrace diversity • Acknowledge other viewpoints • Be consultative • Seek consensus where possible • Encourage 'we' language • Be a custodian of team culture • Identify gaps in team culture • Appreciate our great culture, colleagues and opportunities to work and grow	• Accept change and embrace challenges • Be calm under pressure • Take annual leave - recharge batteries • See feedback as an opportunity to grow yourself • Take up prof. development opportunities • Be persistent • Recover quickly from setbacks • Demonstrate emotional agility • Enjoy your work	• Foster and support teamwork - eliminate silos • Lead by example • Develop engaged people and teams • Navigate issues calmly • Cultivate trust • Create an environment for people to thrive in • Inspire discretionary effort • Read the emotional context of a situation • Acknowledge effort not just outcomes	• Innovate in line with the big picture • Be agile in adapting to changes • Always consider other options • Factor in our future goals

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