

## **POSITION DESCRIPTION**

### **HR Administration Officer**

**RESPONSIBLE TO:** Chief Executive Officer (CEO)

**REPORTING TO:** Finance Manager

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

The Finance Team comprises of the Finance Manager (FM), Senior Finance Officer (SFO), Payroll Officer (F&O), 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 Manager.
- 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 AND EXPECTATIONS**

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**

##### **TO DO NO HARM. TO COLLABORATE. TO CONTINUOUSLY IMPROVE.**

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.

## **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 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 training for managers and employees.
- Coordinate employee feedback surveys and subsequent reporting.
- Monitor HR mailboxes and ensure timely responses are provided to all enquiries, in consultation with the FM and relevant managers as required.
- Ensure HR related reports are created and distributed in a timely manner, as required.
- Work with the PO in employee leave and payroll related tasks, including the processing of payroll in the PO's absence.
- Provide administrative support for industrial relations processes, including enterprise bargaining.
- Assist with other tasks as reasonably directed.

### **Coordination of Onboarding and Offboarding Processes**

- Lead the recruitment process including management of applications, scheduling interviews and conducting reference checks as required.
- Oversee and monitor onboarding processes, ensuring the smooth and welcoming commencement of new staff.
- 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.
- Ensure that HR related filing is 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**

- 2 or more years experience in a similar role.
- 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 (highly desirable).
- Knowledge of ISO 9001:2015 principles.
- Experience working with a broad range of industrial instruments, including Awards, Enterprise Agreements and Contractor Agreements.



**Summit Health Cultural Framework**

**Values:** Do no harm  
Collaborate  
Continuously improve

| EXPECTATIONS      |  |  |   |   |  |  |   |   |
|-------------------|--|--|---|---|--|--|---|---|
|                   | Be Customer Centric  | Be Accountable   | Be an Engaging Communicator   | Problem Solve   | Be Collaborative   | Be Adaptable and Resilient   | Inspire Leadership  | Strategic Innovation  |
| <b>INDICATORS</b> | <ul style="list-style-type: none"> <li>Wanting to deliver value</li> <li>Striving to ensure customer satisfaction</li> <li>Deliver on your 'promise'</li> <li>Anticipate customer needs</li> <li>Build relationships at every opportunity</li> <li>CONTINUOUSLY IMPROVE</li> </ul> | <ul style="list-style-type: none"> <li>Offer and embrace innovative solutions</li> <li>Take ownership - its ok to make mistakes if we learn from them</li> <li>Celebrate the achievements!</li> <li>Be open and transparent</li> <li>Communicate all progress to your manager and peers</li> <li>Encourage a solutions-oriented culture</li> <li>DO NO HARM</li> </ul> | <ul style="list-style-type: none"> <li>Ask questions and listen to understand</li> <li>Use positive language</li> <li>Acknowledge other viewpoints</li> <li>Understand the views of others before acting</li> <li>Be clear and concise with your intent, ideas and feelings</li> <li>Shape the opinions of others by applying these traits</li> </ul> | <ul style="list-style-type: none"> <li>Analyse the problem not just from your perspective</li> <li>Consider the options</li> <li>If you've thought it through, back yourself to make the decision</li> <li>Make the decision consistent with our values and Strategic Plan</li> <li>Be creative - think outside the square</li> <li>Proactively address potential problems</li> <li>Anticipate</li> <li>Become the expert in your domain</li> </ul> | <ul style="list-style-type: none"> <li>Be a team player</li> <li>Embrace diversity</li> <li>Acknowledge other viewpoints</li> <li>Be consultative</li> <li>Seek consensus where possible</li> <li>Encourage 'we' language</li> <li>Be a custodian of team culture</li> <li>Identify gaps in team culture</li> <li>Appreciate our great culture, colleagues and opportunities to work and grow</li> </ul> | <ul style="list-style-type: none"> <li>Accept change and embrace challenges</li> <li>Be calm under pressure</li> <li>Take annual leave - recharge batteries</li> <li>See feedback as an opportunity to grow yourself</li> <li>Take up prof. development opportunities</li> <li>Be persistent</li> <li>Recover quickly from setbacks</li> <li>Demonstrate emotional agility</li> <li>Enjoy your work</li> </ul> | <ul style="list-style-type: none"> <li>Foster and support teamwork - eliminate silos</li> <li>Lead by example</li> <li>Develop engaged people and teams</li> <li>Navigate issues calmly</li> <li>Cultivate trust</li> <li>Create an environment for people to thrive in</li> <li>Inspire discretionary effort</li> <li>Read the emotional context of a situation</li> <li>Acknowledge effort not just outcomes</li> </ul> | <ul style="list-style-type: none"> <li>Innovate in line with the big picture</li> <li>Be agile in adapting to changes</li> <li>Always consider other options</li> <li>Factor in our future goals</li> </ul> |