

Position Description

Position Title	People & Culture Administrator
Position Reports to	Executive Manager People & Culture
Position Leads	NIL
Location	29 Learmonth St, Alfredton.
Employment Type	Permanent, Full-Time
Last Updated	August 2019

Why are we here?

Purpose: We work with people to create a life that works for them.

Our Vision: To be recognised by customers as the eminent, integrated disability service provider that continually enriches their lives.

How do we do this?



What is your purpose?

The People & Culture Administrator provides end to end administrative support to the Employee Lifecycle. It is the primary support for handling the day to day administration and providing the first line of P&C support to the business.

A key member of the P&C Team, the role also supports the delivery of our People Strategic Initiatives.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Service Delivery	<ul style="list-style-type: none"> Support the P&C Advisor to respond to general employment and P&C Enquiries including on conditions and entitlements, escalating as appropriate Provide accurate and timely advice and support on P&C Policies and Procedures, escalating as appropriate Coordinate the facilitation of staff exit interviews with programs or P&C Advisor / EM P&C. General administrative assistance to support the delivery of P&C Programs as requested by the EM P&C. Support will include administrative support for L&D, OH&S and P&C Advisors to coordinate the facilitation of work activities and

	<p>projects.</p> <ul style="list-style-type: none"> • Support the setup and closedown of training workshops including induction. Arrange catering and training location as requested. • Collate feedback / evaluate forms from induction and distribute to the Program Managers. • Maintain updated organisation charts and ensure published on OneMcCallum. • Support the P&C Advisor with the development and delivery of monthly People Metrics Dashboard. • Support the P&C Advisor with Workcover administration as requested. • Administer and update staff off-boarding procedures. • Develop and administer the student placement process within the Programs. • Respond to all enquiries for student placements. • Maintain individual student placement records, ensuring appropriate background checks are in place as well as associated administration.
<p>HR Systems</p>	<ul style="list-style-type: none"> • Maintain electronic and hard copy records related to all P&C functions including New Starters, Variations to Employment, Higher Duties, Extension to Contracts, Exits and Personnel Files) • Responsible for the administration of HR3 and Emplive (and other rostering, HRIS or payroll systems as updated from time to time) • Administer employee set-up, access and off-boarding to our Service Record System (SRS) • Administer employee set-up, access and off-boarding to our OneMcCallum internal communication tool. Facilitate individual training and support for staff in the use of OneMcCallum as requested. • Support the administration and reporting from of the Learning Management System (LMS) as requested including reporting and responding to user queries. • Undertake monthly HRIS and Emplive audits in conjunction with the Payroll Officer. Identify any errors and recommend improvements. • Input into Systems Review Project • Assist with the maintenance of P&C policies, procedures, forms and templates. Review and update as necessary
<p>Recruitment and Selection</p>	<ul style="list-style-type: none"> • Assist and administer all activities associated with the recruitment process including: <ul style="list-style-type: none"> - Administer position advertising that has been drafted by the Program and P&C Advisor as requested and support the development of the recruitment strategy - Manage applications - Liaise with the Team Leaders/Managers and candidates to schedule interviews and appropriate - Participate in interview panels as requested - Undertake referee checks as requested - Prepare letters of offer/contracts - Administer offer emails

	<ul style="list-style-type: none"> • Develop and administer new electronic new-starter pack • Administer background checks including police and the Disability Worker Exclusion Scheme. • Create and manage an applicant database and storage of applications • Respond to unsuccessful and unsolicited applications as appropriate • Coordinate and follow up the return of all new starter documentation, including all required background checks and create personnel records. • Support the P&C Advisor with the development, facilitation and administration of a new group recruitment / assessment centre process. • Create Staff ID Cards and administer security access control system • Coordinate new starter email access and administer electronic signatures.
<p>Performance Management</p>	<ul style="list-style-type: none"> • Administer the Probationary Review Process including preparation of templates and letters. • Provide assistance to new staff throughout the Probation Period • In conjunction with the L&D Advisor, support development and implementation of a new Starter Buddy program • Assist with the administration of the Performance Development Process collating annual processes and reporting on 'completion rate' • Generate reports from annual performance feedback reports to highlight capability gaps requiring action via L&D or other initiatives
<p>Culture</p>	<ul style="list-style-type: none"> • Provide administrative support with regards to the facilitation of our Culture Survey • Support all Culture and Engagement initiatives and provide insights and suggestions to increase engagement at McCallum. Talk with staff and gather informal feedback about all things McCallum. • Provide assistance to organise P&C Team Meetings and other Leadership Retreat, planning or workshop days as request.
<p>Leadership and Employee Experience</p>	<ul style="list-style-type: none"> • Champion McCallum's Code of Conduct and Values, acting in accordance with our policies and procedures at all times. • Develop and maintain effective relationships with key stakeholders, with a focus on Team Leaders and frontline staff. • Develop, maintain and be a role model for, a culture among staff that is open to change and supports continuous quality improvement, safety, collaboration, respect, and accountability. • Be an active member of the People & Culture team, providing input and support into the implementation and achievement of our P&C strategy and outcomes.
<p>Self-care and professional development</p>	<ul style="list-style-type: none"> • Participate in monthly feedback meeting with the Executive Manager People & Culture

	<ul style="list-style-type: none">• Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored• Identify and seek appropriate resources to support your own health and wellbeing• Participate in wider McCallum projects and initiatives as requested by the Executive Manager People & Culture or CEO.
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What do I need to be a success? (Attributes)

- Our customers are at the centre of everything that you do
- Quality, safety and risk management is paramount and will not be compromised
- You are a consultative and collaborative and enjoy working in a supportive team
- You build and maintain relationships with your colleagues, customers and stakeholders.
- You achieve results. You are focused, work to a plan and deliver.
- You understand that change happens for a reason, and have the enthusiasm and drive to bring the organisation with you.
- You value accuracy and attention to detail

Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- **National (and International if applicable) Police Check**
- **Right to Work in Australia**
- **Disability Work Exclusion Scheme Check; and**
- **Current Drivers License.**

Essential

- Studying towards or completed a tertiary qualification in HR or a related discipline
- Previous experience in administration/customer services, preferably within a P&C Team or Human Services organisation.
- Experience with system/database administration and the ability to analyse and make improvements to systems
- Ability to prioritise multiple tasks and complete work accurately and on time
- Discretion, sound judgement and a genuine interest in pursuing a career to the delivery of People Strategy
- Excellent administration skills, including in the use of MS Word, Excel and Powerpoint applications
- Effective interpersonal skills (both written and verbal)

Desirable

- Experience in a P&C/HR Administrator role
- Knowledge of the Fair Work Act and other employment related regulation and rules.

Approval:

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____



CEO Signature: _____

Date: _____