

HR Administration Officer

Team	Human Resources
Location	Acacia Ridge
Manager	Manager Human Resources Operations

Purpose

The purpose of this position as HR Administration Officer (Level 3) is to support the provision of best-practice HR services through maintenance of effective administrative systems and processes.

Responsibilities

- Support recruitment and pre-employment processes, including, conducting candidate screening interviews, scheduling and facilitating on-site and on-line interviews, worker screening, professional registration and reference checks
- Maintain employee records via accurate and timely data entry and the maintenance of effective HR administrative systems, including transition to new HR systems
- Issue and process employee and volunteer contract and contract variation agreements, and liaise with HR team members to support employee onboarding and offboarding processes
- Receive and respond to in-person, phone and email enquiries to the HR team, directly addressing or escalating enquiries to the relevant HR team member to ensure an appropriate and timely response
- Support the coordination and delivery of Learning & Development activities, including quarterly Induction training
- Provide general administrative support to the Chief People Officer, HR team and office, including scanning, filing, archiving, scheduling and minuting meetings, catering, purchasing, and processing credit card reconciliations

Key Performance Indicators

- Organisation-wide compliance with worker screening and professional registration requirements
- Timely, accurate and well-written HR correspondence
- Provision of responsive and effective administrative support to the Chief People Officer and HR team
- Accurate, up-to-date and compliant maintenance of employee files, HR documentation and management systems
- Professionally presented HR documentation
- Maintenance of confidentiality in all work practices

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- Positive feedback on HR service provision from internal and external clients
 - Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Requirements

- Minimum Certificate IV qualification in Business / Administration
- Minimum two years' administration experience, ideally within a Human Resources team, with proven strong administrative skills including intermediate user level proficiency in Microsoft Office suite
- Demonstrated effective interpersonal and written communication skills with proven understanding of confidentiality and service orientation in a corporate support environment
- Proven organisation, time management and problem-solving skills with excellent attention to detail in all areas of work
- Proven flexibility and effectiveness in working both autonomously and collaboratively as a member of a small team

Highly Regarded

- Tertiary degree qualification in Human Resources
- Recruitment administration experience

Special Requirements

- NDIS Worker Screening Clearance and Blue Card (WWCC paid workers)
- Evidence of current COVID-19 Vaccination

Position Description Reviewed: April 2022