

POSITION DESCRIPTION

POSITION TITLE:	HR Administrator
LOCATION:	Southport
REPORTING TO:	People and Culture Manager
DEPARTMENT:	Corporate Services

PURPOSE STATEMENT

The primary purpose of this role is to provide high level Human Resources administrative support to the whole of The BUSY Group Ltd.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the People and Culture Manager

PRIMARY DUTIES

- Respond as a positive first point of contact for HR enquiries.
- Assist in the recruitment process of employees including;
- Preparing recruitment & employment administration; and
- Conduct reference and background checks where required
- Maintain electronic employee files and HR data base;
- Support the HR Coordinator in delivery of:
- Employee lifecycle administration;
- Performance Management;
- The provision of advice on Employee Relations information;
- HR statistics;
- HR Projects;
- Working with Learning and Development Officers to coordinate training and development for all staff members;
- Update policies and procedures as required;
- Support the HR Coordinator in management of the Health & Safety Management System.
- Lodge, track and advise on probity documentation
- Other administration and duties as required.
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure.
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

PERFORMANCE MEASURES

KNOWLEDGE, SKILLS & EXPERIENCE

- Strong communication and well-developed interpersonal skills;
- Previous experience in an HR role is ideal but not necessary;
- Excellent organisational skills;
- Well-developed computer skills;
- Ability to maintain high levels of confidentiality;
- Good time management and the ability to prioritise work demands;
- Ability to work independently and as part of the Corporate Services team;
- Fine attention to accuracy and detail, including high-level writing skills;
- Self-motivated with a demonstrated enthusiastic approach to day-to-day business operations;
- Positive approach to a continual changing work environment;
- Strong client focus and desire to be a part of a service organisation.

QUALIFICATIONS

- Formal HR qualification and/or experience preferred, but not essential.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This position may include travel.

I have read and understood the duties and responsibilities required of me in this role.



Employee Signature: _____ Date: _____