



JOB PROFILE

Position Title:	Human Resources Administrator
Engagement Type:	Contract, 1 year
Classification Level:	SA Level 3.2
Salary:	\$56,010 per annum (plus 15.4% superannuation)
Department / Unit:	Strategy and Operations / Human Resources
Immediate Manager:	Human Resources Manager
Location:	Sydney

Position summary: This role works as part of a generalist HR team and is responsible for a broad range of administrative duties across the entire employee lifecycle. It also co-ordinates information flows for all people processes, contributing to the delivery of effective and efficient HR activities and programs. The role assists with payroll and office services tasks as required.

Core Accountabilities

The key responsibilities of the position will include:

- Undertake all recruitment and selection related administration including advertising, managing recruitment inbox, scheduling interviews and liaising with applicants.
- Co-ordinate and manage on-boarding and off-boarding processes for employees, contractors and temporary staff including assisting with inductions where needed.
- Monitor and track completion of activities such as induction programs and probation reviews, and undertake administration related to cyclical people activities such performance reviews and salary advancements.
- Co-ordinate processes, documents and records for employee movements and changes including producing and updating organisational charts.
- Prepare employment contracts, letters, new employee packs, induction packs, and other HR documents and correspondence.
- Co-ordinate training and development requirements, make course bookings, liaise with attendees and facilitators, and manage and track attendance.
- Maintain all HR records, files, registers and databases, as well as HR forms and templates.

- Generate HR reports and collate HR data to produce regular and ad-hoc HR metrics reporting, and complete compliance and Government-related reporting.
- Collate and provide payroll variations information/paperwork to the Assistant Accountant and work closely on payroll processing, acting as back-up if needed.
- Manage internal and external HR enquiries, respond to information requests and maintain information flows with business areas regarding HR processes.
- Administer employee allowances and reimbursements in association with Finance Unit.
- Co-ordinate administration of Work Health and Safety matters and related activities.
- Undertake general administration tasks to ensure the effective operations of the Unit e.g. preparation of payment requests, travel arrangements, co-ordinate meetings and provide general administrative support to the HR Manager.
- Assist with office services, front office reception and switchboard tasks when needed.
- Contribute to the delivery of HR projects and programs.
- Maintain effective relationships with internal and external stakeholders.
- Role model Screen Australia's Values and Behaviours.

Selection Criteria

Qualifications and Experience

- Experience in general administration, reporting and document management, preferably within a Human Resources function.
- Strong administration and written communication skills with excellent attention to detail and passion for delivering work to a high standard.
- Strong organisational and time management skills including the ability to manage competing and/or changing priorities, and deliver to deadlines.
- Proven team oriented approach to work, with demonstrated ability to work collaboratively and co-ordinate information flows within the team and with other business areas.
- Well-developed communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders with the confidentiality, professionalism and discretion required in a HR function.
- Demonstrated drive and initiative, with a proactive approach to work and willingness to undertake tasks outside of core remit.
- Good research, analytical and problem solving abilities.
- Advanced proficiency in Microsoft Office Word, Excel, Outlook, PowerPoint and preferably Visio, and experience using databases and online systems.

Desirable

- Tertiary qualification in Human Resource Management, or working towards qualification.
- Experience with Aurion.

Behaviours

- Open communicator, shares thoughts and opinions with others
- Driven to achieve results
- Focused on the achievement of team goals
- Establishes and maintains effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems and can 'think outside the square'
- Seeks feedback, takes it on board and modifies approach
- Continually seeks to improve self and Screen Australia
- Works collaboratively across the agency to achieve common goals