

POSITION DESCRIPTION

Position Title:	Human Resource Administrator Learning & Development		
Program/Team:	Human Resources		
Employment Type & Hours:	Full-time 76 hours per fortnight		
Award Conditions:	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	Remuneration:	SACS Level 4
Working From:	The HUB Fortitude Valley and/or other BYS offices		
Reporting Relationships:	Reports to the Human Resource Director Facilitates Work Health & Safety (WHS) on behalf of WHS Officer		
Probation Period:	Six [6] months		
Primary Purpose of Position:	<p>The objective of this role is working collaboratively as part of a small team to deliver quality HR services and support to 100+ staff, within a dynamic, fast paced environment.</p> <p>This position will have a focus on Learning and Development for the organisation to drive continuous improvement, succession planning and create seamless employee development from onboarding through to leadership development.</p>		
In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting			
Selection Criteria:	<ol style="list-style-type: none"> 1. Understanding of and commitment to BYS vision, objectives and values, including a commitment to supporting diversity and inclusion in the workforce 2. Demonstrated experience in designing tailored training programs and utilising learning and development platforms and technology to build an employee support and development resource 3. Proven ability to provide accurate, timely, and professional advice based on current legislation, industrial instruments, policies and procedures 4. Excellent communication skills, high attention to detail, and an ability to maintain a high degree of confidentiality 5. Proven planning, project administration and analytical skills, working within agreed priorities, resources and timeframes, and an ability to independently prioritise work and meet deadlines 6. Demonstrated experience in HR Information Systems [HRIS] and producing HR management reports 		
Education, Qualifications, Requirements [Mandatory]:	<ul style="list-style-type: none"> • A tertiary qualification in Human Resources, Psychology, or comparable qualification OR substantial demonstrated experience in a related field • Current Queensland driver's license • Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement • Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; and COVID-19 • National Police Check clearance • Three references, including most recent Manager, if relevant 		
Skills & Experience:	<ul style="list-style-type: none"> • Experience working with cloud-based HR platforms [Employment Hero] would be an advantage 		

	<ul style="list-style-type: none"> • Demonstrated experience working in a busy operational hands-on human resource administration role • Knowledge, experience and understanding in the interpretation and application of relevant legislation, industrial instruments, standards and best practice compliance • A professional, proactive, flexible and self-motivated approach, demonstrating ability to work to deadlines with competing priorities • Excellent communication & interpersonal skills with a professional approach to dealing with confidential staffing matters • Experience in supporting organisations through periods of change • Strong attention to detail with demonstrated proficiency in Microsoft office suite and a range of digital tools • Experience working in the not-for-profit sector is desirable
Personal Attributes:	<ul style="list-style-type: none"> • An ability to motivate and contribute in a positive way to the health of an organisation • Personal drive and integrity and ability to stay calm under pressure • Consultative and collaborative working attitude • Flexible, initiative, collaborative, inclusive, respectful, ethical, accountable • Commitment to a learning culture and ongoing professional development
Role and Responsibilities	
HR Administration:	<p>Learning & Development</p> <ul style="list-style-type: none"> • Facilitate onboarding and ongoing training programs across the organisation • Roll out the annual training calendar objectives • Assist maintaining staff qualifications and education records and requirements • Develop partnerships with external training providers to meet the current and future needs of our staff • Assist in securing a program for new leaders, existing managers and executive to ensure continuous improvement, succession planning across the organisation <p>General HR</p> <ul style="list-style-type: none"> • Work collaboratively with line managers to provide accurate and timely advice on employment matters • Assist to coordinate HR, IR and WHS functions and projects across the organisation including evaluation and reporting • Effectively maintain HR information systems, databases and registers and provide accurate reporting of data to managers and the executive management team [EMT] to inform organisational decisions • Monitor and triage HR e-mailbox • Assist with the maintenance of Operational Intranet pages for internal staff [HR, WHS, Wellbeing] and facilitate avenues of internal communication • Use project management tools [Asana] to update projects and prepare reports as required <p>Recruitment & Selection</p> <ul style="list-style-type: none"> • Create, maintain and facilitate recruitment and selection activities for teams across the organisation

	<ul style="list-style-type: none"> • Upload and maintain internal and external adverts, schedule interviews, prepare applications for interview panels and keep line managers and candidates informed throughout recruitment processes <p>Onboarding, Offboarding & Induction</p> <ul style="list-style-type: none"> • Follow up onboarding, offboarding and induction e-paperwork and certifications and ensure personnel records are updated • Facilitate pre-employment screening checks and induction trainings • Follow up employees to meet and maintain compliance <p>Performance Management</p> <ul style="list-style-type: none"> • Set up, monitor and follow up three and six month probation reviews and annual organisational-wide professional development processes • Facilitate and advise on performance management and discipline processes <p>Work Health & Safety</p> <ul style="list-style-type: none"> • Coordinate WHS compliance for BYS sites in line with the Quality Management System [QMS] • Administer workers' compensation claims and coordination of injured workers return to work in conjunction with the Rehabilitation and Return to Work Co-Ordinator and Work Health and Safety Officer
People, Culture, Safety:	<ul style="list-style-type: none"> • Model and drive a culture of respect, optimism, accountability, and resilience in line with the organisation's values • Model ethical behaviours in line with the BYS Code of Conduct and consistently apply ethical standards to self and others • Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and contribute to a positive workplace culture • Model a trusting, cohesive environment where people can express opinions and those opinions are heard • Participate in quality practice reviews, all-staff days, organisational planning and identify and participate in training and professional development opportunities • Protect and promote the rights of children and young people, including making decisions compatible with the Human Rights Act 2019; and responding to and reporting suspicions and disclosures of abuse or harm • Ensure a healthy and safe workplace for all by adhering to BYS Work Health, Safety and Wellbeing Policy, Procedures and Practices • Actively participate to deliver the BYS Reconciliation Action Plan [RAP] initiatives and measurable actions that support First Nations equality across our organisation and services
Administration:	<ul style="list-style-type: none"> • Participate in team meetings and organisational planning to promote effective HR processes • [Although not responsible for the payroll function] facilitate aspects of payroll and inform finance department of employee changes in a timely manner • Undertake all administrative functions relating to the role and ensure accurate and timely records are created and maintained in accordance with relevant legislation and BYS policies

	<ul style="list-style-type: none"> • Ensure the timely, consistent and accurate completion of employee data records to contribute to monitoring, evaluation and reporting • Submit timesheets and leave requests accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure • Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance • Participate in both quantitative and qualitative data collection to support BYs continual quality improvement • Undertake any other duties or tasks as required
--	--

The changing demands of BYs's organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYs, and these responsibilities do not limit what may be reasonably requested of an employee during the course of their employment. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfill this role in accordance with the key result areas outlined above.

Employee Name:		Signature:		Date:	
-----------------------	--	-------------------	--	--------------	--