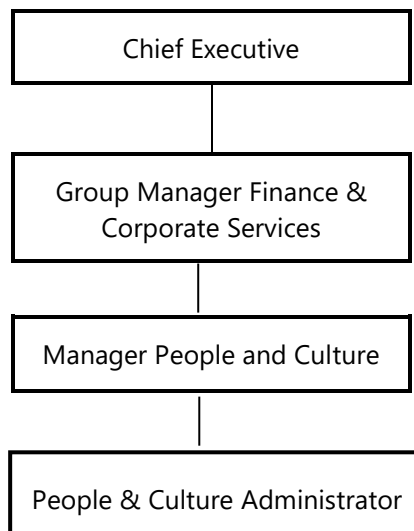


POSITION DESCRIPTION



Job Title:	People & Culture Administrator
Responsible To:	Manager People & Culture
Responsible For:	Nil
Position Purpose:	This job exists to provide Human Resource and Recruitment administrative support.
Date:	April 2024

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External
Consultants
Independent Contractors

Internal
All staff

KEY RESULT AREAS

The position of **People & Culture Administrator** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Human Resources</p> <ul style="list-style-type: none"> • Providing administrative assistance to the Manager People & Capability and Management team • Drafting employee specific documentation from templates • Supporting a culture of diversity, equity and inclusiveness, where all people feel valued, engaged and supported. 	<ul style="list-style-type: none"> • Documentation is produced accurately in a timely manner. • Approval processes are correctly followed and documented. • Correct templates are used and edited accordingly. • Communication is positive and constructive. • Demonstrated improvement of HR administrative processes and systems • Documentation is correctly saved in Employee Personal files and other HR files. • Organisation chart is updated regularly
<p>Recruitment</p> <ul style="list-style-type: none"> • Supporting managers with the recruitment process. • Coordinating job advertisements across a number of platforms. • Coordinating the interview process • Tracking approvals through the HR Activity Tracker • Completing employment agreements and sending to new starters • Administering new starters onboarding process and inductions • Help management with offboarding process. 	<ul style="list-style-type: none"> • Managers are provided with the correct information and documents to start the recruitment procedure. • PO's have been created for advertising and jobs are advertised locally and on Seek. • Documents are saved into Objective and recorded onto the HR document tracking Smartsheet for approval from CEO. • Contracts are finalised with PD attached, saved, and sent to new employees with onboarding personnel documents attached. • New starter is set up with IT, payroll and has an induction schedule ready for start date. • Offboarding documents have been sent off and signed.
<p>Relationships/communication</p> <ul style="list-style-type: none"> • Ensuring the relationship between the Council and its key external stakeholders is positive and constructive. • Representing Council at appropriate events, meetings, and conferences • Building effective relationships with the other staff across Council • Liaison with Accounts teams for invoicing 	<ul style="list-style-type: none"> • Customers are satisfied and feedback is complimentary. • Relationships with key decision-makers and opinion leaders in the community is positive and constructive. • Communications material is well managed, accessible, and filed appropriately. • LGOIMA's are responded to appropriately and effectively. • Invoices are sent with PO numbers.

<p>Personal Development</p> <ul style="list-style-type: none"> • Developing and maintaining professional knowledge and contacts. 	<ul style="list-style-type: none"> • Training, learning, and networking is undertaken to maintain skills and qualifications relevant to the job.
<p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> • Providing leadership and encouraging commitment in all work areas to health, safety, and well-being • Contribution to Council's policy, practice, and systems to ensure compliance with the legislation, regulations, approved codes of practice, information, guidance and advice. • A team health and safety culture which is proactive and constructive. • Provide administrative support for HS&W initiatives and training. • Organising EAP Services • Updating Health and Safety information in teams for all staff to access 	<ul style="list-style-type: none"> • Reporting of events, investigation of events and monitoring of work areas, including contractors and volunteers takes place according to Council's policies and practice. • There is a culture of continuous improvement. • Internal and external auditing outcomes are positive and complimentary. • H&S has received help with administrative tasks. • Logging EAP cases into the tracker and creating a PO number invoice for accounts. • Information and links are up to date for organisation to access
<p>Civil defence</p> <ul style="list-style-type: none"> • Undertake necessary training to ensure preparedness for Emergency Management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- Previous experience in an administrative position, ideally in Human Resources, and/or Health and Safety.
- Set high standards and attention to detail.
- Excellent communication skills and able to be diplomatic to maintain effective relationships.
- Able to solve problems.
- Current drivers' licence

Key Job Competencies

- High standard of interpersonal, oral and communication skills.
- High level of attention to detail and the ability to follow processes accurately.
- High level of interpersonal skills.
- Ability to apply innovative and creative approaches to problem solving.
- Excellent organisational skills and proven ability to meet deadlines.
- Ability to work independently at a high level of competency.
- Appreciation of District attributes.

Manager

Date

Position Holder

Date