

POSITION DESCRIPTION

POSITION TITLE	Human Resources Officer		
POSITION OVERVIEW	Provide administrative support to the People and Culture team on a broad range of human resource and work health & safety services.		
CLASSIFICATION	WCS Level 6	SERVICE LINE AREA	Corporate Services, People & Culture
EMPLOYMENT TYPE	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> FULL TIME <input checked="" type="checkbox"/> PART TIME	HOURS PER WEEK	Flexible
LOCATION	Callam Offices, 50 Easty Street, Phillip ACT 2606		
IMMEDIATE MANAGER	DCEO/ Manager People and Culture		
INDUSTRIAL AGREEMENT	Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023		

REPORTING RELATIONSHIPS

NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
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KEY RELATIONSHIPS

INTERNAL	Manager, People and Culture; DCEO; HR Advisors; Learning and Development Specialist; All WCS employees
EXTERNAL	HR Networks

KEY ACCOUNTABILITIES

- Provide support to hiring managers in relation to recruitment, including drafting vacancy advertisements and posting the ads on the WCS website and relevant external sites.
- Ensure that onboarding documents/IDs, pre-employment screening and checks are complete prior to offer.
- Prepare and issue employment contracts and new starter packs for successful candidates.
- Collate all recruitment paperwork and create electronic personnel files, inputting new employee profile onto the WCS HR information system.
- Organise and coordinate new employee induction sessions.
- Provide administrative support to the People and Culture team. This includes maintaining online and paper documentation, employee records, archiving and updating information on the Learning and Development Hub.
- Maintain accurate and comprehensive probation records for new employees.
- Assist with employee learning and development needs including research of course options, course bookings, support of in-house training and record keeping.
- Contribute to managing the shared HR email inbox
- Support work health and safety and workers compensation processes and documentation requirements.
- Assist HRA's with any reporting requirements including human resource statistical reports as required by the Executive or government legislation.
- Administration support for HR systems including maintaining employee records on iChris/HRIS.
- Assist with the review and update of HR policies and procedures.

- Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet organisation goals and timeframes.
- Provide general administrative support as required.
- Maintain confidentiality and privacy standards.
- Contribute to the ongoing evaluation of service delivery by recommending and implementing agreed continuous improvement initiatives.
- Work in accordance with workplace health and safety guidelines and follow the policies and procedures of the organisation.
- Apply workplace Diversity and Equity principles at all times.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> ▪ Demonstrated experience in a HR administration or recruitment role (min 2 years). ▪ Proficiency in Microsoft Office – Word, Excel, PowerPoint and HR information systems. ▪ Excellent attention to detail. ▪ Excellent organisational and time management skills. ▪ Sound communication skills (both oral and written) to be able to interact positively with a variety of people. ▪ Team player, flexible with a positive attitude. ▪ Ability to exercise judgement and discretion in handling sensitive and confidential enquiries and information. ▪ Demonstrated commitment to the Mission, Values and Code of Conduct of Woden Community Service. 			
Desirable	<ul style="list-style-type: none"> ▪ Tertiary qualification in Human Resources or a related field ▪ Experience coordinating training and other learning and development activities ▪ A demonstrated desire to develop knowledge of and practical experience in all areas of HR and WHS 			
Other	<ul style="list-style-type: none"> ▪ Ongoing employment is subject to a National Police check and a current ACT Working with Vulnerable People registration. 			
Document History	Original: 2022 Revised: NOV 2022 Version: v1			
Employee's name		Signature		DATE
Manager's name		Signature		DATE