POSITION DESCRIPTION
HUMAN RESOURCE/PAYROLL OFFICER

Montrose

ABN 59 009 661 705

Position Objective	To provide assistance in the management of human resources and the Human Services Quality System.

Reporting To:	Payroll and Human Resource Manager
Direct Reports:	Nil

Skills, competencies, Qualification, Education and Experience	
Essential	• Tertiary qualification in Human Resources and/or extensive experience in a similar role. • Sound knowledge of HR and IR legislation and regulation including to modern Awards, National Employment Standards, Fair Work Act, and Work Health and Safety Act. • Previous experience in managing end-to end recruitment activities. • Experience in quality management systems or the ability to rapidly acquire relevant knowledge. • Sound experience in general administration. • Excellent written and oral communication skills. • Self-motivated and able to work autonomously. • Current 'C' class driver's license. • Computer literacy in Microsoft Office Suite. • Be eligible to apply for a working with children check (blue card) and an exemption notice (yellow card) through The Department of Communities, Child Safety and Disability Services. • Be an Australian or NZ Citizen or Permanent Resident, or have a relevant visa.

Key Relationships	
Internal	General Manager Corporate Services and Payroll and Human Resource Manager.
External	Nil

Primary Roles and Responsibility with Key Performance Indicators

Primary Roles and Responsibilities	Key Performance Indicator (KPI)	Measure
Provide support with end to end employment process.	Employment process is implemented including: 1. Advertising position; 2. Selecting and short listing; 3. Arranging of interviews; 4. Reference checking; 5. Completion of employment contracts and associated employment documentation. 6. Organising induction. 7. Management of termination process	100% accuracy of employment documentation on commencement. 100% compliance with organisational induction. 100% compliance with termination process
Compile and update employee records	New employee details are recorded including: 1. Creating a new file; 2. New Employee Checklist filed; 3. Blue/Yellow Card is scanned, fax/email to Blue Card Services, filed and monitored ; and Terminated staff: 1. Termination documentation using the Termination Checklist is checked and finalised; and 2. Saved to relevant file. Probation period: 1. Monitoring of probation period i.e. 3 and 6 months. 2. Notifying supervisors of progress of probation periods; and 3. Generating probation letters.	100% new staff files are established prior to commencement. 100% terminated staff files complete. 100% accuracy of notification of probation.
Management of staff compliance	Compliance of mandatory training and legislative requirements is monitored by; 1. Updating of Training and Compliance Spreadsheet; 2. Following up any non-compliant areas with responsible supervisor; and 2. Compiling and circulating to supervisor monthly reports monitoring compliance. 3. Monitoring of annual performance reviews.	Reports sent to managers and supervisors each month. 95% accuracy of staff compliance spreadsheet.

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Provide assistance with the management of Quality System	Assist with quality management by: 1. Maintain the document control system; 2. Assist with the monitoring of the quality system including internal audits; and 3. Assist with external quality audit process.	The Audit Schedule is implemented fully.
Provide backup support for the payroll function	Provide support and assistance in payroll by: 1. Processing payroll; 2. Processing of superannuation and salary sacrifice. 3. Checking and reporting payroll; and 4. Timesheet/Roster Change Approval Forms/Leave forms are signed and approved.	Minimal payroll complaints received. 100% timesheets are signed and authorised. 100% timesheets have associated forms attached.
To support organisational culture	Provide evidence of professional conduct including: 1. Compliance with organisational code of conduct 2. Compliance with organisational policies and procedures 3. Compliance with relevant legislation such as work health and safety Provide evidence of flexibility in working relating to changing job requirements including: 1. Willingness to take on activities or tasks that may fall outside of regular duties. 2. Capacity to identify and/or respond to areas of need within the workplace in negotiation with Manager.	Nil reported complaints Positive feedback received Nil reported complaints Positive feedback received

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To undertake professional development	Provide evidence of active participation in supervision, profession development and annual performance review process including: 1. Demonstration of thorough knowledge and understanding role and responsibilities. 2. Completion of professional development activities in line with agreed goals and core duties. 3. Documented evidence of completion of mandatory training requirements. 4. Document evidence of active participation in annual performance review.	Completion of agreed performance goals as documented in Performance Review Professional development activities documented. 100%compliance with mandatory training requirements. Annual Performance Appraisal undertaken