

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input checked="" type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	PEOPLE & CULTURE OFFICER		
Division:	Professional Services	Department:	People & Culture	
Position reports to: (role)	Manager, People & Employee Relations			
Location: <i>include all possible locations</i>	Telethon Kids, 15 Hospital Avenue, Nedlands (PCH)			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
The P&C Officer is responsible for providing a range of human resource operational support and administrative services to the P&C team which help meet Institute needs.				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Recruitment & Onboarding</p>		<ul style="list-style-type: none"> • General administration including file notes, offer letters and departure advice. • Administer new starter process by processing employee related documentation and correspondence in consultation with the payroll team, and organising inductions. • Create interview packs within specified time frame prior to interviewing. • To administer the provision of Police Checks for new employees, as well as the subsequent renewal of Police Checks as required. • Input and update information into Empower as required. • To arrange interviews / meetings and or as well as catering for various events and training as required. • Placing advertisements drafted by line managers and in the chosen media. • Sorting and coordinating response to job applicants. • Maintain accurate and complete records of recruitment activities. • Support the Recruitment & Onboarding team to coordinative onboarding activities for all staff and non-staff appointments such as honoraries, collaborators, and volunteers. • Works closely with the Recruitment & Onboarding Business Partner to support all new starter requirements. 	<ul style="list-style-type: none"> • Contracts and letters are prepared and communicated in a timely manner. • New starter paperwork passed on to the Payroll team in required timeframes. • Well maintained and accurate records of recruitment and onboarding activity. • The P&C team are supported in administrative and coordinating tasks. • Effective communication and ability to work as part of a team. 	<ul style="list-style-type: none"> • Formal and informal feedback from internal and external stakeholders.
--	--	---	--	---

<p>General Administration</p>	<ul style="list-style-type: none"> • Assist the payroll team with enquiries and administrative needs. • Assist with the updating of organisational documents including forms, policies and procedures as needed. • Preparing and finalising paperwork for contract renewals as required. • Create and maintain electronic and hard copy personnel files including printing, scanning, uploading collating and filing of documentation. • Archiving of documentation in accordance with legislative requirements. • Provide reminder notifications to managers of upcoming and outstanding probationary reviews. • Show discretion and confidentiality in relation to staff employment information and issues. • Answer phone calls, take messages and, where able, assist with queries from both external and internal customers. • A requirement of this position is that the incumbent may be required to undertake various other duties as directed. 	<ul style="list-style-type: none"> • Well maintained and accurate data entry and records are maintained. • The P&C team are supported in administrative and coordinating tasks. 	<ul style="list-style-type: none"> • Quality of administrative duties. • Formal and informal feedback from internal and external stakeholders.
--------------------------------------	--	---	--

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Skills, Knowledge & Experience:

- 3+ Years human resource administrative experience.
- Positive and professional with a customer service mentality.
- Ability to multi-task and prioritise effectively.
- Ability to build positive working relationships to get things done.
- Strong Microsoft Office experience and ability to quickly learn new systems with training.
- Ability to exercise initiative and work both independently and co-operatively as required.
- Knowledge of confidentiality principles.
- Effective communication skills.

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> • Cert 4 Administration or Business or equivalent experience. 		
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Knowledge of, or the ability to quickly gain knowledge of, relevant legislation, processes and protocols. 		
SCOPE:			
Financial accountability: Does this role have accountability for a budget?			
N/A			
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?			
No. of direct reports	N/A	No. of indirect reports	N/A

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Chief Operating Officer / Chief Financial Officer

Immediate level of supervision

Manager People & Employee Relations

Other roles reporting to immediate supervisor

OSH Business Partner

People & Employee Relations Coordinator

People & Culture Officer

Recruitment & Onboarding Business Partner

Onboarding & Projects Business Partner

Payroll Business Partner

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?