

POSITION DESCRIPTION

Position Title:	HR Administrator
Direct Supervisor:	HR Officer
Direct Reports:	Nil
MAIN PURPOSE OF POSITION:	
The primary purpose of this role is to assist the HR function with the day to day operations of the business. This role will take an active role in supporting the HR Officer in the recruitment and on-boarding process and manage all administrative duties within the team.	
Accountabilities	Standards of Performance
Occupational Safety & Health	<ul style="list-style-type: none"> Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied; Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries; Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> Acts with honesty, empathy and kindness towards co-workers and clients; Engages and works collaboratively with others through a shared purpose to achieve goals; Takes responsibility on an individual level to strive for excellence; Accepts and responds constructively to feedback; Is aware of own strengths and limitations and seeks help from others as required; Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> Actively contribute to quality improvement activities in Capecare through initiating continuous improvement suggestions; Contribute effectively towards the organisation's quality accreditation processes.
Values	<ul style="list-style-type: none"> Own conduct and approach aligns with the Capecare Way. Commits to the values of: <ul style="list-style-type: none"> <i>Compassion Respect Partnership Commitment</i> Challenges behaviour in others that contravenes the organisational values.
EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> Certificate or Diploma in Human Resources or significant experience in a similar role 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> Exceptional attention to detail and accuracy Excellent communication skills – verbal and written Basic knowledge of employment legislation Ability to work autonomously Strong problem solving skills and common sense 	

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<ul style="list-style-type: none"> ▪ Strong Microsoft Office skills ▪ High level of confidentiality
RELEVANT EXPERIENCE: (Detail the required level for recruitment)
<ul style="list-style-type: none"> ▪ 12 months in similar role would be preferable; or ▪ Working towards a HR formal qualification
KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)
<ul style="list-style-type: none"> ▪ Manage all administrative duties supporting the HR team including compiling and updating personnel files, and scanning and filing records. ▪ Ensure ongoing compliance with external and internal regulatory requirements associated with registrations, training, vaccinations and employment clearances. ▪ Support the HR team in the recruitment, on-boarding and exit process. ▪ Data entry of personnel details into various HR info systems. ▪ Monitor probation and contract end dates and generate relevant paperwork. ▪ Weekly and monthly compliance reporting. ▪ Order staff uniforms, name badges and issue access cards with staff photos. ▪ Manage multiple databases associated with staff movements. ▪ Archiving records as necessary. ▪ Assist in various HR projects as directed by the General Manager People & Culture.
<i>Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.</i>

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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