



POSITION DESCRIPTION

Job and Person Specifications

POSITION IDENTIFICATION

POSITION TITLE: Human Resources Assistant
CLASSIFICATION: Level 5, Clerks SA Award
RESPONSIBLE TO: Executive Manager, Corporate Services

JOB AND PERSON SPECIFICATION APPROVAL

_____/_____/_____
Chief Executive Officer Date

Reviewed 30/08/09. To be reviewed before 30/08/11

JOB SPECIFICATION

- 1. Summary of the broad purpose of the position in relation to the organisation's goals (its expected outcome and how it is achieved).**
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Responsible for the administration and implementation of HR services, systems, policies and practices which enable Leveda to fulfil its business and social objectives through effective performance and development of its people.

- 2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation).**
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The Human Resources Assistant is responsible to the Executive Manager, Corporate Services who will provide management support and direction in respect to HR matters. The HR Assistant will liaise with staff and managers at all levels in Leveda, as well as external organisations. The HR Assistant will work within the Values and Policy framework of Leveda Inc. as formally issued and updated from time to time.

3. Special Conditions (such as non-metropolitan location, travel requirements, frequent overtime, etc).

- 3.1 Flexibility and a willingness to travel and work between work locations
 - 3.2 Current SA driver's licence and a willingness to drive Leveda's vehicles.
 - 3.3 Occasional extra hours work may be required, for which TOIL will apply.
 - 3.4 Leveda has a non-smoking policy on all worksites, including vehicles.
 - 3.5 Appointment to a position is subject to a satisfactory medical and police check.
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4. Statement of Key Outcomes/Activities (group into major areas of responsibility/activity).

4.1 Recruitment and Induction

- Administer the process of advertising positions, recording / acknowledging information sessions, applications and forwarding applications to the relevant manager.
- Ensure applicants have access to up to date and complete information packs, and assist job applicants with basic enquiries where required.
- Assist the Executive Group to shape recruitment standards and build the Leveda brand - as it applies to employment.
- Provide relevant administration support to selection panels
- Participate on interview selection panels
- Track the complete recruitment process to ensure all steps are addressed and data is produced. Contribute to the improvement of the recruitment process.
- Ensure the staff induction policy and manual is up to date and available, recommend process improvements, assist managers to use the manual effectively and to record the induction process appropriately.
- Monitor the probationary arrangements at Leveda, ensuring the process and timeframe meets the organisation's requirements.

4.2 Training and Development

- Maintain the staff training data base which records the whole process from identified needs to post-training impact on the job.
- Ensure all training needs are identified from various processes, are collated and entered accurately into the training data base with timeframes. Information sources include individual performance appraisal, management directed training, funding requirements, staff meetings, business planning sessions, audits, restructure, traineeships, training needs analysis, etc.
- Administer the traineeship program in liaison with staff, the relevant Executive Manager and external traineeship services.

- Maintain the potential / preferred training provider list against a set of performance criteria. Liaise with training providers on administrative issues.
- Obtain feedback from staff and managers on the suitability and effectiveness of training. Record this feedback (training data base & preferred provider list).

4.3 Policies and Procedures

- Communicate policies and procedures to staff and managers, including placement on the intranet, notice boards and staff meeting agenda.
- Maintain the policy register, ensure policy reviews are conducted by their nominal expiry date, and track the changes to policies and procedures.

4.4 Job Descriptions and Employment Contracts

- Provide administrative support in respect to job descriptions and employment contracts which are suitable for a variety of roles and meet the organisation's essential legal obligations.
- Maintain suitable standards for the presentation, content and use of position descriptions and employment contracts, and monitor adherence to standards. Promote confidential practice, and ensure correct electronic / paper storage.

4.5 Legislation and Industrial Relations

- Ensure copies of all external and internal instruments which govern employment are kept up to date and are accessible in the main office.
- Update the IR information service (external publication / subscription service).
- Provide clerical / administrative support with the creation or renewal of a workplace agreement or similar instrument.

4.6 OHS&W and Workers Compensation

- Provide administrative support for OHS&W activities, update Leveda's OHS&W Plan, communicate programmed activities to the relevant areas for their action and provide a secretarial service to the OHS&W Committee.
- Provide administrative support for RTW programmes for injured workers including maintain the worker's compensation system, including liaison with insurance, legal, medical and rehabilitation providers, ensuring forms and records of all actions are filed, monitor claims and produce performance data as required.

4.7 Personnel files

- Maintain the personnel filing system and ensure appropriate standards of file content, structure, access, security and storage are practiced.

4.8 Other HR support

- Assist with the implementation and maintenance of other HR services, such as; performance appraisal, employee assistance schemes, conducting internal audits / reviews, maximising the use of technology with the HR system, salary parity / reclassification advice and providing statistical reports.
- Liaise with payroll with regard to payroll queries relevant to the HR function
- Conduct staff surveys

5. Child and Vulnerable People Safe Organisation

- 5.1** Undertake to observe organisation Child and Vulnerable People Safe Policies and Practices
- 5.2** Undertake to cooperate with strategies to actively ensure that safety, protections and well-being of children and other vulnerable people e.g. Leveda clients, who come into association with the organisation.

6. Accountability

- 6.1** Undertake to work within the philosophical, policy and procedural structures of Leveda Inc as developed from time to time and provided formally to the organisation.
- 6.2** Responsible for administrative matters as delegated in relation to the Human Resource function
- 6.3** Ensure the Executive Manager, Corporate Services is kept informed on all relevant issues pertinent to the Human Resource Administration function.

READ, UNDERSTOOD AND ACKNOWLEDGED BY APPLICANT

Name _____ **Signature** _____

Date...../...../.....

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Knowledge

- Awareness of contemporary HR activities, principles and practice
- Awareness of workplace bargaining processes and options
- Awareness of strategies to positively influence cultural change
- Awareness of work related performance measures, continuous improvement processes and customer service standards

Skills

- Competent inter-personal (sensitivity and confidentiality) and communication skills (all forms) with staff at all levels, clients and external organisations.
- Ability to provide timely, comprehensive and accurate administrative support in HR matters.
- Ability to maintain, job descriptions, employment contracts, policies and procedures to a high standard
- Capacity for innovation and change
- Ability to exercise independent, professional judgement in less complex matters, and record issues rationally (impersonally) and accurately.
- Sound prioritising and time management skills with competing demands
- Ability to be resourceful, and work effectively within a team
- High level of computer literacy

Experience

- Experience in providing HR administrative support in the main HR functions
- Experience in the community sector is desirable

Qualifications

- Post secondary qualifications in a human resource or related discipline

Personal Attributes

- Commitment to the needs / rights of people with a disability, their families and carers.
 - Belief in Leveda's mission and values.
 - Positive attitude towards dealing with organisational change
 - Belief in consultation with staff and clients when developing workplace improvements
 - Willingness to undertake further work related study, including after hours.
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