



# POSITION DESCRIPTION

<b>Role</b>	Human Resources Administrator
<b>Team</b>	Human Resources
<b>Reports to</b>	Director of Human Resources, Risk & Legal
<b>Employment Type</b>	Full-Time or Part-Time

## The Role

The Human Resources Administrator provides comprehensive administrative and operational support to the Human Resources functions. This role ensures the smooth delivery of recruitment, onboarding, compliance, and HR systems management while maintaining accurate records and delivering exceptional service to internal and external stakeholders.

## Key Responsibilities

### Administration

- To maintain up to date information on the relevant school HRMS databases
- To establish and maintain electronic and personnel files
- To support payroll in the follow up outstanding leave, timesheets and TOIL requests from all staff
- Assist with end-to-end recruitment processes, including:
  - Coordinating interview schedules, preparing interview packs, and liaising with panel members.
  - Acknowledge candidate applications and communicate the progress of the recruitment process including if they are unsuccessful
  - To order badges and staff cards
- Support in the organisation of new staff inductions including booking of meeting rooms, coordinating invitations and provision of supplies and catering where required
- Ensure all pre-employment checks and clearances (e.g., Working with Children, Police Checks, TRBWA registration, working rights requirements) are completed
- Liaise with ICT for new staff system access and device preparation
- Organise induction sessions, including booking rooms, catering, and materials
- Acknowledge unsolicited applications and forward to Head of Staffing and Recruitment for review

### Systems Management

- To update and maintain the School's OrgView and Synergetic databases with staff related information including compliances, registrations and Professional Development.
- To accurately monitor staff, ensuring staff position movements and reporting lines are updated and accurate.
- To work in collaboration with Payroll to ensure staff FTE information remains current and any changes are reflected accurately and in a timely manner

### Compliance & Policy.

- Monitor and track staff compliance requirements, including certifications and mandatory training are up to date and accurately recorded on OrgView.
- To regularly review compliance records and facilitate staff advice regarding renewals and compliance requirements where compliances are due to lapse

### Service Delivery & Culture

- Deliver a high standard of customer service to staff, candidates, and external stakeholders.
- Promote organisational values and contribute to a positive workplace culture.
- Maintain confidentiality and demonstrate integrity in all interactions.

### Health & Safety

- Organize staff health and safety initiatives (e.g., First Aid training and hearing checks).
- Ensure compliance with occupational health and safety policies.

## **Skills and Attributes**

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### Essential

- Certificate IV in Business Administration or equivalent experience.
- Knowledge of HR processes and recruitment best practices.
- Proficiency in MS Office and HRIS systems.
- Excellent organisational skills and attention to detail.
- Outstanding communication and interpersonal skills.
- Ability to maintain confidentiality and demonstrate integrity.

### Desirable

- Experience in an educational or similar environment.
- Knowledge of employment law and compliance requirements.