



City of
Norwood
Payneham
& St Peters

ADMINISTRATOR, PEOPLE & CULTURE

POSITION & PERSON DESCRIPTION

September 2023

GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

DEPARTMENT: Chief Executive's Office

ORGANISATIONAL RELATIONSHIP: Reports directly to the Human Resource Advisor.

The Position is also expected to work in collaboration with all staff across the organisation.

DIRECT REPORTS: Nil.

AWARD & CLASSIFICATION: *South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement*

General Officer, Level 4

OVERVIEW

The Administrator, People & Culture is responsible for providing support to the organisation on key human resource functions and employment life-cycle matters including:

- preparing employee documents, letters and correspondence;
- coordinating end-to-end recruitment and onboarding activities;
- coordinating end of employment activities; and
- updating and maintaining personnel records, database systems and reports.

In addition, the Administrator, People & Culture will also support the Council's payroll function and provide back-up Payroll support, as required.

The Administrator, People & Culture undertakes duties that require confidentiality and discretion and undertakes tasks in a practical, perceptive and accountable approach.

KEY RESULT AREAS

- *Operational Responsibilities*
 1. Generalist Human Resources
 2. Recruitment, Onboarding, Induction and Probation
 3. Payroll Support
- *Organisational Responsibilities*
 1. Corporate Governance
 2. Environmental Sustainability
 3. Work Health & Safety and Injury Management
 4. Organisational Values

OPERATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. GENERALIST HUMAN RESOURCES

- Prepare all human resource documentation relating to any change in employment terms and conditions (i.e. hours of work, remuneration, temporary variations, contract extensions, parental leave applications, position title changes or resignation) for review and authorisation at all times.
- Maintain and update employee personnel records and ensure confidentiality, security and discretion is upheld at all times.
- Maintain and update human resource templates.
- Maintain and update human resource pages and resources on the Council's intranet.
- Provide administration support for the Council's Enterprise Agreement Negotiation Committees and Staff Forums, including the preparation and distribution of agendas and minutes.
- Update information and data in relevant human resource reports.
- Assist with the Council's injury management and Return-to-Work process.
- Maintain documentation and records as required under the:
 - *State Records Act 2012*;
 - *Local Government Act (SA) 1999*;
 - *Fair Work Act (SA) 1994*;
 - *Equal Opportunity Act 1984*;
 - *Work Health & Safety Act 2012*;
 - *Return to Work Act (SA) 2014*;
 - applicable Awards and Enterprise Agreements; and
 - any other applicable legislation or amendments.
- Coordinate training and development initiatives on Human Resource matters.
- Contribute towards the continual improvement of processes and procedures that the Human Resources Unit is responsible for.
- Provide general Human Resources administrative assistance, support and advice.
- Assist with Human Resource functions as directed.

Performance Indicators

- All documentation, correspondence and staff communications are accurate and in accordance with established practices and legislative requirements.
- All employee information is stored and recorded accurately and meets the organisations expectations for Corporate Record keeping and the requirements of the *State Records Act 2012*.
- All responsibilities are completed in a timely and accurate manner.

2. RECRUITMENT, ONBOARDING, INDUCTION & OFFBOARDING

- Coordinate end-to-end recruitment activities including preparing and advertising vacant positions, arranging interviews and reference checks and pre-employment assessments (i.e. Police Checks, Department for Human Services Checks, Physical Capacity Assessments and Medical Assessments).
- Prepare new employee packs including all employment documentation (i.e. Employment Offers and Position & Person Descriptions) for review and authorisation.
- Have oversight of employee life cycle stages and facilitate relevant activities and correspondence including employee commencement, induction, probation and end of contract and employment.
- Prepare induction packs, coordinate inductions and assist with enquiries.
- Coordinate and facilitate temporary labour hire positions.
- Coordinate end of employment activities including scheduling and conducting Exit Interviews (in consultation with the Human Resource Advisor).
- Provide administrative assistance, support and advice regarding the recruitment, onboarding and offboarding process.

Performance Indicators

- All recruitment documentation and advertisements are accurate and align with the Council's branding and marketing.
- All documentation, probation and contract periods are recorded accurately and registered to Personnel files.
- All documentation, correspondence, key employment dates and staff communications are accurate and in accordance with established practices and legislative requirements.
- All employee information is stored and recorded accurately and meets legislative requirements and the organisations Corporate Record keeping requirements in line with the *State Records Act 2012*.
- All responsibilities are completed in a timely and accurate manner.

3. PAYROLL SUPPORT

- Assist the Council's Payroll function including administrative duties, as required.
- Provide back-up Payroll support, as required.

Performance Indicators

- All critical payroll related activities are completed in a timely and accurate manner.
- All legislative required payroll activities and reporting are completed in a timely and accurate manner.

PERSON SPECIFICATION

QUALIFICATIONS AND/OR EXPERIENCE

- Minimum two (2) years' experience working in Human Resources, Organisational Development or Work Health and Safety or related discipline (Essential).
- Knowledge of the applicable employment legislation and industrial instruments (Essential).
- Qualifications in Human Resource Management or related discipline (Desirable).

KNOWLEDGE

- Knowledge of human resource practices and principles.
- Proficient within the MS Windows environment, MS Office applications and other business systems.
- An appreciation for excellence, continuous improvement, quality management and best practice principles.
- Knowledge of the:
 - *Local Government Act (SA) 1999;*
 - *Fair Work Act (SA) 1994;*
 - *Equal Opportunity Act 1984;*
 - *Work Health & Safety Act 2012;*
 - *Return to Work Act (SA) 2014;*
 - applicable Awards and Enterprise Agreements; and
 - other applicable legislation or amendments.

SKILLS

- Excellent verbal and written communication skills, in particular, providing information, recording and relaying information.
- Excellent organisational skills, including, time management, prioritisation and management of files.
- Excellent level of accuracy and attention to detail.
- Excellent service skills, relationship building and interpersonal skills.

PERSONAL ATTRIBUTES

- Demonstrated strong work ethic and integrity, including the ability to maintain confidentiality, discretion and diplomacy.
- A commitment to quality outputs with a high degree of attention to detail and excellence.
- A strong sense of urgency, self-motivation and enthusiasm.
- Willingness to contribute to an effective working environment and with other staff provide high quality and responsive services.

DELEGATION & AUTHORITY

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- *Department of Human Services (DHS) Working With Children Clearance.*
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Hazardous Chemicals Awareness (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (annual)
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

Who We Are...



City of
Norwood
Payneham
& St Peters

ORGANISATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

All staff are expected to perform their duties in line with the *Organisational Responsibilities*.

1. CORPORATE GOVERNANCE

- Contribute to the development of Corporate & Departmental Business Unit Plans.
- Promote and develop the Council's image, standing and role in the community as and where the opportunity presents itself.
- Demonstrate and promote a "*customer first*" approach when dealing with the community.
- Contribute to the delivery of quality services and identify areas for service delivery improvement.
- Demonstrate and promote Fair Treatment and Equal Employment Opportunity Principles in the workplace.
- Contribute to the organisation's continuous improvement program and the Organisational Strategy.
- Observe and uphold the Organisational Strategy in accordance with the Council's *CityPlan 2030: Shaping Our Future*.
- Pursuant to *Section 110* of the *Local Government Act*, observe and uphold the *Code of Conduct for Council Employees* and the Council's relevant Policies.
- Attend any training required in the position.

Performance Indicators

- Positive participation in the Corporate & Departmental Business Unit planning processes.
- Positive image of Council is portrayed at all times.
- Increase in community satisfaction with regard to the delivery of quality services.
- Increased awareness of and compliance with Fair Treatment and Equal Employment Opportunity Principles.
- Positive participation in the organisation's continuous improvement program, Organisational Strategy and required training courses.

2. ENVIRONMENTAL SUSTAINABILITY

- Consider and ensure best environmental sustainability practices in line with *Outcome 4: Environmental Sustainability*, of the Council's *CityPlan 2030: Shaping Our Future*, when undertaking duties and in the delivery of services.

Performance Indicators

- Demonstrated commitment to environmental sustainability when undertaking work-related duties.
- Timely reporting of environmental incidents as per the *Accident / Incident Report Form (WHS-02680)*.

3. WORK HEALTH & SAFETY and INJURY MANAGEMENT

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.

Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

4. ORGANISATIONAL VALUES

- Observe and uphold the Organisational Values and conduct all affairs in accordance with *Our Values* at all times in the discharge of all responsibilities, accountabilities and outcomes.

Performance Indicators

- Compliance, observance and adherence to Organisational Values (Our Values) at all times.

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AGREEMENT:

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties, skill requirement and the expected outputs and outcomes for the position of Administrator, People & Culture.

APPROVED BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Date

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of Administrator, People & Culture has been read and agreed to by

ADMINISTRATOR, PEOPLE & CULTURE

Date