



## POSITION DESCRIPTION

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|-----------------------|----------------------------------|
| <b>POSITION TITLE</b> | People and Culture Administrator |
| <b>DIVISION</b>       | Shared Services                  |
| <b>DEPARTMENT</b>     | People and Culture               |
| <b>REPORTS TO</b>     | P&C Service Desk Team Leader     |

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation. Our staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal, these are our Quality Goals of service.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Economic security for all
- Wellbeing, social inclusion, empowerment and dignity for all
- Inclusive services and communities
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

## **DEPARTMENT PURPOSE**

The Shared Services Division comprises of the Facilities and Assets, ICT, Volunteer Services and People and Culture teams and has responsibility for the provision of support services to the other divisions.

The People and Culture department has responsibility for Human Resources, Payroll, Learning and Development and Health, Safety and Environment.

The purpose of the People and Culture team is to guide and support management and staff in building individual and organisational capacity to achieve the strategic and operational action plans of the Brotherhood through provision of people and work organisation advice and services.

## **POSITION PURPOSE**

The P&C Administrator is a key support position that will work closely with the wider HR team to support the Human Resources Service Desk with general administration functions, such as support with recruitment, onboarding and other HR processes, and often deals with matters of a confidential nature.

## **KEY RESPONSIBILITIES**

- Conducting and recording required pre-employment checks for new starters in a timely manner
- Assist, communicate and liaise with managers and employees throughout all stages of the recruitment process in line with the relevant policy
- Coordinate exit process for employees when required
- Assist with data entry, HR reporting and provide general administration office support as required
- Assist with the preparation of correspondence, letters, reports, minutes of meetings as required
- Contribute to continuous archiving process in accordance with records management procedures
- Identify areas where existing policies/forms may need updating for People Services team
- Assist with the management of the online recruitment systems and email accounts
- Assist with managing the Brotherhood internal and external vacancies page, advertise vacancies appropriately by drafting and placing adverts in liaison with the relevant recruiting manager in a wide range of media
- Collate on-boarding data as per the relevant process, maintain applicant lists and applicant documentation as required
- Process invoices in line with HR standard procedure
- Ensure completion of all documentation as per the recruitment standards and processes
- Collate new starter documentation and liaise with managers and new staff members to ensure all necessary paperwork is completed
- Liaise with the HR and Payroll teams on new employee information
- Other duties as required

## **TO BE SUCCESSFUL YOU MUST HAVE**

- Relevant tertiary qualification in Human Resources with demonstrated experience in a similar HR or broad administration role would be highly desired
- Proven working knowledge of MS Office programs including Word, Excel and Outlook
- Strong attention to detail, and an ability to maintain a high degree of discretion, confidentiality, and professionalism

- Proven ability to assess and meet priorities and deadlines through good time management in a self-organised and methodical manner
- Well-developed interpersonal and communication skills with the ability to liaise across all levels both internally, externally and with people from diverse backgrounds
- Ability to work unsupervised and independently while also holding a commitment to working within and contributing to a team
- Flexibility and ability to adapt in a dynamic environment
- Understanding of and empathy with the values and ideals of the Brotherhood

#### **MANDATORY EMPLOYMENT CRITERIA**

- Specific work requirements include work-based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process.