**Administrator**

**People and Culture**

**Central**

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

At Anglicare Victoria we care about our employees in the same way that we care about our clients. We support and encourage our employees with a wide range of professional and personal opportunities to strengthen their overall well-being.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**Position details**

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| **Position Title** | HR Systems Administration Officer |
| **Program** | People and Culture  |
| **Classification** | $88,000 TRP  |
| **Engagement**  | Full Time |
| **Hours per week** | 38 |
| **Duration** | Ongoing |
| **Fixed term end date** | Not Applicable  |
| **Location** | Collingwood with opportunities for flexibility including Work From Home  |
| **Reporting****Relationship** | This position reports to the Employee Services Lead |
| **Effective date** | May 2022 |

**Overview of program**

The position forms part of the Employee Services Team, a division of the wider People and Culture Team which is responsible for providing comprehensive Human Resources Services to the organisation consisting of approximately 1,700 employees and 2,300 volunteers. Anglicare Victoria run a number of programs including Integrated Family Services, Family Violence, Kinship Care, Foster Care and Out of Home Care as well as a range of other programs within the Anglicare Victoria scope of practice, all to support families, children, young people and individuals in Victoria.

**Position Objectives**

The main objectives of the role involve but are not limited to:

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|  | Ensure the ongoing accuracy of data within our E Recruitment System  |
|  | Coordinate and action all requests for support with the E Recruitment System from a wide range of key stakeholders within AV  |
|  | Identify and action process improvement and efficiencies in collaboration with the wider Employee Services Team  |
|  | Ensure the ongoing compliance of processes, actions and deliverables managed by the E Recruitment System  |
|  | Provide general HR Systems support as part of the Employee Services Team  |
|  | Contribute to projects and initiatives as part of the employee Services and Wider P&C Team |

**Key responsibilities**

The key responsibilities include but are not limited to:

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|  | Be responsible for all system maintenance and administration in the context of AV’s E Recruitment System  |
|  | Manage and action all requests for support from stakeholders both internally and external to AV  |
|  | Act as the Systems subject matter expert and maintain working relationships with the vendor |
|  | Review, distribute and action initial enquiries to the P&C and Recruitment teams ensuring effective and timely responses to requests for support |
|  | Ensure all work within scope is compliant with AV policy and employment legislation |
|  | Support the P&C leadership team with reporting and data management |
|  | Provide generalist HR administration support to the Employee Services and P&C team and other stakeholders when required  |

**Key Selection Criteria**

What you are looking for in your successful applicant in terms of nonnegotiable qualifications or experience:

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| --- | --- |
| C:\Users\David.Sandison\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\GIF9U7N8\RoleSpecific_icon.jpg | 1. Significant experience in a similar HR Systems or People and Culture administrative capacity
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| 1. Ability to ensure the accuracy of employment and HR documentation, Data, Processes and Procedures in line with legislation and AV policy
 |
| 1. A keen eye for detail, Data analytics and ability to use ones initiative, identify discrepancies and inaccuracies and find solutions and drive efficiency
 |
| 1. Flexibility and ability to manage a large workload, meet deadlines, stakeholder expectations and adopt agility to support the needs of the team and wider AV business
 |
| 1. Commitment to best practice and an understanding of the importance of compliance and data accuracy
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| 1. Ability to work independently and maintain focus
 |
| 1. Strong people skills and ability to communicate effectively with a customer service mindset, to provide advice and consultation when required
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**Child Safety**

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

**Occupational Health & Safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

* take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company’s OHS policies and procedures
* take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
* cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
* report all injuries, illness or ‘near misses’ to their Supervisor or Manager
* participate in relevant health and safety training based on roles and responsibilities
* as required, participate in the development and implementation of specific OHS hazard and risk management strategies

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

 **Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria’s commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

**Conditions of employment**

* Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
* All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
* All offers of employment are subject to a satisfactory Criminal History Check and an Employment Working with Children Check prior to commencement.
* A current Victorian Driver’s license is essential.
* All AV employees are required to be Vaccinated against COVID 19 in line with AV’s COVID 19 Vaccination Policy

**Acceptance of Position Description requirements**

To be signed upon appointment

**Employee**

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| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |