



## POSITION DESCRIPTION

Position Title	HR Administrator	Position No	1024319
Team	CPO's Office	Band	3
Department	People and Culture	Classification	Admin/Professional
Location	Ultimo	Schedule	A
Reporting to	EA to Chief People Officer	Roster Group	Non Rostered
	Targeted Indigenous Role	Endorsement	(to be completed by HR)

### Purpose

The purpose of this role is to contribute to the efficient operations of the People & Culture division, through the provision of effective administrative support to the office of the Chief People Officer.

### Key Accountabilities

- Provide administrative support to the People & Culture Executive Assistants including invoice processing, stationery orders, filing, team events/conference coordination, mail distribution, receiving of visitors, printing/scanning (and any other general office support function).
- Provide executive assistant support to the People & Culture Leads with diary management, travel bookings, expense reconciliation, and coordination of approvals.
- Maintain various databases including the WHS register, 25 year service medals register, Right of Entry register, team contacts, invoices and travel, and filing of confidential documents.
- Assist with all paper and electronic filing for the division including logging; scanning; titling of documents; dissemination of paperwork.
- Maintain office equipment and office supplies for the division including oversight of invoice/account keeping.
- Assist in the planning and preparation of regular meetings and annual conferences including preparation of agendas; location catering; venue bookings.
- Assist with the coordination of new starter onboarding.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors, and Other Officers.

### Key Capabilities/Qualifications/Experience

1. Appropriate educational qualifications and/or relevant experience.
2. Demonstrated administrative and organisational skills including capacity to prioritise to effectively manage workflow and output with an aptitude for accuracy and attention to detail.
3. Knowledge and experience with all software relevant to this role including Microsoft Office suite and SAP.
4. Experience in working in an office environment, including working to different managers and managing competing priorities and deadlines.





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5. Good inter-personal and communication skills; ability to liaise with managers at all levels and deal with enquiries from the public.
6. Proven ability in working effectively as an integral and positive member of a team.
7. Proven ability in handling sensitive matters and maintaining confidentiality of information.
8. An understanding of and commitment to the ABC's [aims, values and workplace policies](#).

