



## Position Description

<b>Award</b>	Port Arthur Historic Site Management Authority Award
<b>Classification</b>	General Stream Band 4
<b>Position Title</b>	HR Officer – Systems
<b>Employment Status</b>	Full-time or part-time, permanent
<b>Hours of work per week</b>	76 hours per fortnight, Day Worker (Monday to Friday)
<b>Division</b>	People & Culture (P&C)
<b>Position Reports to</b>	Manager – P&C Operations
<b>Location</b>	Port Arthur (Head Office) and Hobart, Tasmania Flexible work arrangements will be considered, if appropriate and practical.

*When applying for positions with the Port Arthur Historic Site Management Authority (PAHSMA), we recommend reading that the Position Description is read in conjunction with the Information for Applicants document.*

## Position overview

Taking a collaborative and can-do approach, support the P&C team with:

- data and system maintenance and administration related to the end-to-end employee lifecycle and all HR information systems
- rostering, payroll and HR process coordination, administration and support, and
- general administration and coordination.

The position requires general skills suited to using Human Resources Information Systems and technology in relation to rostering and payroll work, and with process management and administration. Other HR or general support or administration skills (or the ability to learn these) will be valued, including recruitment, learning and development, event coordination, or general administration and support.

## Key deliverables (Statement of Duties)

Work is performed under general direction to deliver required outputs and outcomes within the scope of the role. Duties should be reviewed and updated periodically to reflect changes in the role and to align with priorities.

- Participate in training in PAHSMA specific systems, and then apply your systems and technology skills to use our payroll, rostering and other Human Resource Information Systems which also include recruitment/onboarding systems and Employee Self-Service modules.
- Maintain system data including changing and removing access, updating employee profiles, providing advice and support to users, providing regular and ad hoc management reports, and responding to employee and manager user inquiries.
- Coordinate and monitor rostering undertaken by all system users and ensure all users are fully trained and comply with rostering guidelines and provide advice and support to users and respond to employee and manager user inquiries.
- Process fortnightly payroll, maintain accurate records and resolve payroll discrepancies where required. (Training provided).
- Maintain system data, design and develop, undertake audits, produce and develop reports, and ensure user compliance with system and process requirements.
- Support the implementation of new modules and features, system changes and upgrades, and implement system or administrative follow up and checking processes.

- Develop and update clear process guidelines for a variety of users.
- Provide advice, support and individual or group training on our HRIS systems.
- Actively monitor all P&C Inboxes and action and/or refer requests to other team members in a timely manner.
- Taking a solutions focus, provide general administrative support to the P&C Division and as required, to internal clients including staff, management and the executive.
- Contribute to building and maintaining a positive, collaborative, open, respectful, supportive and high performance workplace culture across P&C and PAHSMA.
- Support, lead, or perform other duties and responsibilities required by the business.

## Capabilities & Attributes (Selection Criteria)

The following selection criteria relate to the key deliverables and other descriptors and requirements of this position:

1. The skills – or capacity to quickly acquire skills – to use, update, modify and audit a range of Human Resource Information Systems (HRIS) and the ability to further develop skills and expertise in this area.
2. Sound verbal and written communication and interpersonal skills with the ability to collaborate, communicate clearly and succinctly (verbal and written) and to deliver education and information sessions.
3. Good organisation and time management skills, and the ability to multi-task, prioritise, meet deadlines and pay attention to detail.
4. A can-do approach and the capacity to contribute positively to a results-oriented culture and workplace.
5. Understanding (or ability to quickly build an understanding) of relevant legislation and regulations, including State Service and PAHSMA employment legislation, and ability to apply this knowledge as required.
6. Experience in P&C/HR environments, developing and applying processes, drafting basic policies, and using relevant HRIS, particularly payroll and rostering systems and processes or comparable experience.

### Essential Requirements

- Right to Work in Australia

### Desirable Requirements

- Working with Vulnerable People registration, or the ability to gain this, may be the requirement of some positions subject to a risk assessment determining need.

### Working in our team

The People & Culture Division (P&C) is responsible for HR, WHS and Payroll operations, advisory and partnering services, and strategic projects. P&C has undergone significant change over the past 18 months, and this continues, including through a rapid expansion in its roles and responsibilities, and focus on contemporary ways of working, and culture and values-aligned professional standards across the organisation.

The Board and Executive Leadership Team have empowered the division to set an ambitious vision to transform P&C services and support through the design and implementation of contemporary technology, framework and operational solutions. The initial program of activity will take 2-3 years to realise. The journey will be a great learning opportunity and challenging, and an inspiring and rewarding journey for someone with the right attitude, resilience, passion, persistence, capabilities, and capacity.

### Assessing candidates

The position overview and deliverables, capabilities and attributes outline the key skills, knowledge, experience, behaviours and attitudes required to successfully fulfil the responsibilities, duties and expectations of the position. “Working in our team” provides an idea of culture fit. This information also provides a measure against which candidates will be evaluated throughout the selection process and enable PAHSMA to assess the overall and comparative suitability of candidates.

## Working at PAHSMA

### About Us

[Port Arthur Historic Site Management Authority \(PAHSMA\)](#) is responsible for the conservation and development of visitor experiences at three of the eleven sites which make up the UNESCO Australian Convict Sites World Heritage Property inscribed in 2010.

The [Port Arthur Historic Sites](#) are important places of outstanding heritage value at local, state national and international level. They form part of the Australian Convict Sites World Heritage Property and are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world.

Our three sites are located in southern Tasmania

- Port Arthur Historic Site
- Coal Mines Historic Site, Saltwater River
- Cascades Female Factory, Hobart

The sites tell unique aspects of the global story of forced migration of convicts by the British Empire. They help Australians and international visitors to understand the history of Australia – from the ongoing custodianship of the Palawa people before, during and after invasion, through the colonial period and convictism to the terrible events of 1996 that occurred at Port Arthur.

Our sites are important places for our communities to talk about and understand our complex history and build a better understanding for the future. They are places of history, learning and conversation – and they belong to the people of lutruwita/Tasmania, Australia and the world.

We are known as experts in conserving our heritage and convict history – and we share this deep knowledge with visitors and the world.

Read our [2023-28 Strategic Plan](#) to find out more.

### Our Expectations

PAHSMA People must meet high standards of behaviour and conduct and align with the organisation’s requirements and expectations, including but not limited to those outlined in this PD.

PAHSMA does not tolerate discrimination, harassment, sexual harassment, bullying or victimisation in the workplace or toward colleagues anywhere at any time. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

PAHSMA expects everyone to:

- understand and comply with all policies, procedures, standards and reasonable directions including in relation to the *Port Arthur Historic Site Management Authority Award*, the *Port Arthur Historic Site Management Authority Act 1987*, and our Emergency Management Plan;
- take reasonable care to protect the safety, health and welfare of self and others in the workplace including by adhering to occupational health and safety legislation and requirements including but not limited to: exercise reasonable care in the performance of duties; comply with all Work Health & Safety (WHS) policies, procedures and requirements; report and document all accidents/incidents; and, be aware of procedures in the Emergency Management Plan;
- model a high standard of ethical and respectful behaviours and attitudes consistent with PAHSMA Values and Tasmanian State Services Principles and Code of Conduct, PAHSMA policies and expected professional standards; and contribute towards a positive and result focussed workplace culture and visitor experience;
- support diversity and inclusion and uphold the principles of fair and equitable access to employment, promotion, personal development, and training;
- participate actively and constructively in performance management and professional development activities; and be agile, resilient and willing to take on new activities as needs, jobs and workplaces evolve;
- ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage.

### Our Values



#### Unity

We work as one to achieve PAHSMA’s Vision and Purpose



#### People Matter

We acknowledge and show respect to our people – past, present and future



#### Accountability

We hold ourselves, and each other, accountable for our actions and behaviours



#### Passion & Pride

We are committed to being world class

*Port Arthur Historic Site Management Authority recognises the deep history and culture of lutruwita/Tasmania. We acknowledge the Palawa people, the traditional owners of the Land upon which we work. We acknowledge and pay our respects to all Aboriginal Communities – all of whom have survived invasion and dispossession and continue to maintain their identity and culture.*

<b>Endorsed by Head of People &amp; Culture</b>		<b>Approval by CEO</b>	
Date:		Date	
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