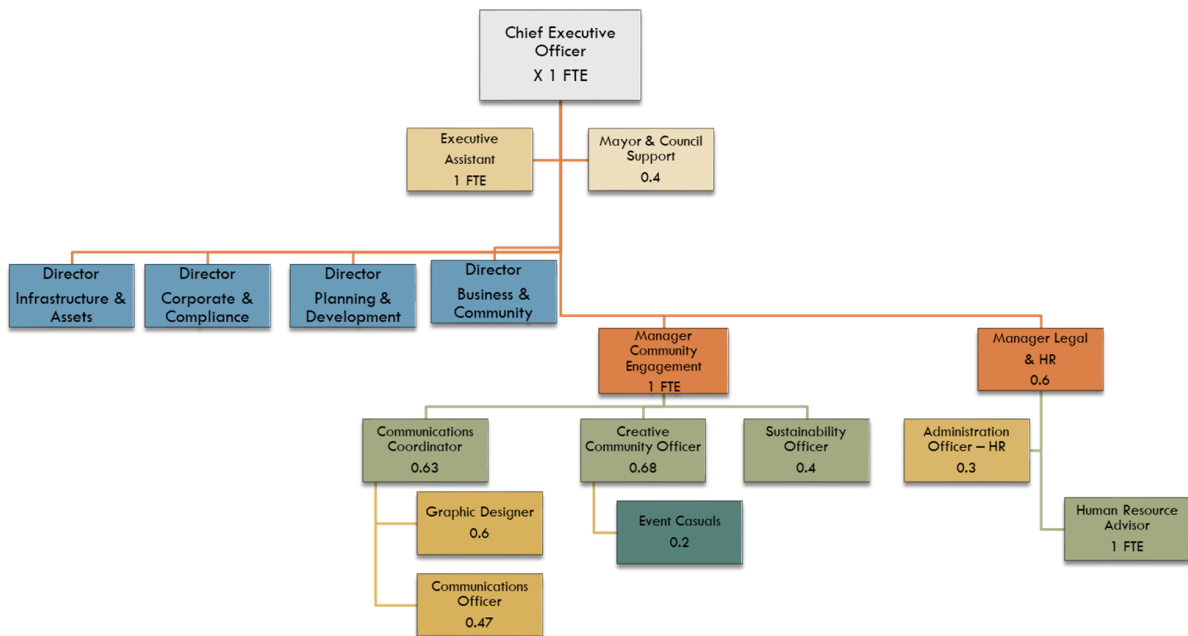


POSITION DESCRIPTION

Position Title	Administration Officer (Human Resources)
Directorate	Chief Executive Office
Award/Agreement	TOC Enterprise Agreement 2017
Classification of Position	Level 6 Fixed Term Contract Part Time (12 hours, 0.302 FTE)
Positions under Direct Supervision	Nil
Reports to	Manager Legal and Human Resources

Organisational Structure



ORGANISATIONAL CONTEXT OF POSITION

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 9600 people and is located in the picturesque western suburbs of Perth, Western Australia.

The Town has five key goals: Liveability, Prosperity, People, Environment and Governance & Leadership.

ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community wellbeing and business prosperity while respecting and celebrating the past.

ORGANISATIONAL VALUES

Respect. We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity. We are open, accountable and honest.

Quality Communication. We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service. Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence. Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This key objective of this position is to provide confidential administrative support for the Manager Legal and Human Resources and the Senior HR Advisor.

Objective 1: HR Administration support

- Effectively coordinate all required documentation and induction processes for new employees.
- Coordinate notifications and documentation for induction, probation and performance review processes and effectively liaise with managers.
- Prepare correspondence to employees as required by the HR Advisor.
- Audit employee records and follow up with employees as required.
- Process approved training requests and update training register in accordance with required processes.
- Assist with coordination of the internal training courses to the organisation.
- Manage correspondence and record keeping through TRIM/RM8, including scanning and saving documents as required.
- Manage the HR personnel filing system in accordance with the Town's record keeping system and HR requirements.
- Arrange meetings and appointments and take minutes when required.
- Assist with the recruitment process as directed including advertising, registering applications and providing quality candidate care.
- Assisting with the preparation of reports, including typing and formatting as required.
- Uploading of credit card receipts to Flexi Purchase.
- Creation and processing of purchase orders.
- Assisting with preparation of job packs and advertising of new roles as required by HR Advisor.

- Assisting with induction packs as required by HR Advisor.
- Perform all other duties and administration support as required by or directed by the Manager Legal and Human Resources.

Objective 2: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 3: Corporate Responsibility (For all Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town’s Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town’s Customer Experience Charter.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

SELECTION CRITERIA

Essential

- Previous HR administrative support experience and comprehensive knowledge of administrative procedures.
- Demonstrated understanding of meaning of and requirement for confidentiality.
- Ability to apply sound judgment and maintain integrity.
- Excellent skills in using MS Office software, including Word, Excel and Power Point.
- Proven ability to work with minimal supervision and to use initiative.
- Highly developed written and verbal communication skills.
- Highly developed time management skills.

Desirable

- Certificate IV/Diploma in Human Resources or progression towards a tertiary qualification in Human Resources or related field.
- Previous local government experience.
- Previous experience providing Human Resources support.
- Previous experience using Records Management systems such as TRIM/RM8

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for citing or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for citing 100 points of identification (i.e. Driver’s License and Passport or Birth Certificate).

- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by human resources).
- Provide evidence of the Right to Work in Australia.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

SIGNATURES:

APPROVED	CEO			Date:	
Employee Name:		Signature:		Date:	