



Women's Safety Services SA

PEOPLE AND CULTURE OFFICER

JOB & PERSON SPECIFICATION

APRIL 2019



Job & Person Specification

Title of Position:	People and Culture Officer
Classification:	Level 4
Location:	Mile End/Head Office
Reports To:	People and Culture Advisor
Job Status:	1 FTE

KEY PURPOSE OF THE POSITION

The People and Culture Officer is accountable to the People and Culture Advisor for secretarial and administrative support services in matters pertaining to:

- Maintenance of all personnel records and registers
 - Workforce training and professional development requirements
 - Maintain all systems related to people and culture
 - Administration of workforce requirements
 - Undertake payroll processing as required
 - Provision of administrative support to People and Culture Advisor as directed
 - Provision of services across the workforce continuum from pre-recruitment to retirement
 - Implementation of people and culture policies and procedures
 - Liaise with Employer and Employee representative organisations and relevant networks
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KEY WORKING RELATIONSHIPS

- Accountable to the People and Culture Advisor;
 - Chief Executive Officer, Executive and Leadership teams;
 - Responsible to the WSSSA team for contributing to a productive environment that is based on WSSSA values and principles.
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KEY RESULT AREAS

Operations

- Key contact for employees and providing informed advice
- Processing incoming mail and emails
- Distribution of documentation
- Ensuring the use of information technology to keep information current
- Provision of administrative support to People and Culture Advisor including arranging meetings, minute taking, distribution of information and action tasks
- Compiling reports and spreadsheets as required



- Maintain a high standard of record keeping and file management at all times;
- Participate in and prepare documents and personnel files for internal and external audit processes.
- Support payroll processing when required

Industrial/Employment Relations

- Manage and Implement strategies related to Return to Work SA/Safe Work SA in consultation with People and Culture Advisor;
- Establish and maintain effective relationships with industrial organisations, professional bodies, other government and non-government agencies, workplace delegates/representatives, regulatory bodies, consultative and interest based bargaining forums that promote positive outcomes.
- Administration of Enterprise Bargaining Agreements

Workforce Planning

- Lead and oversee the recruitment and selection process;
 - Coordinate the recruitment advertising on job boards and websites;
 - Acknowledge receipt of applications and advise candidate rejection;
 - Send employment contracts and payroll packs to new employees and coordinate receipt of statutory documents;
 - Input required payroll data into the WSSSA payroll package
 - Manage and implement on boarding and off boarding processes for employees, volunteers and students including: preparation of induction schedule, collection and verification of all documentation, preparation and finalisation exit documents and processes as required
 - Manage and implement all required clearances and be abreast of legislative requirements re: clearances
- Employment contract management
- Monitoring and managing probationary timeframes
- Development and monitoring of job descriptions
- Oversee and manage professional development strategies and implement training and development requirements in consultation with People and Culture Advisor

HR Policies, Systems and Practices

- Collect, analyse and present data to build an evidence based response for future workforce planning;
- Support and advise to People and Culture Advisor on HR policies;
- Maintain staff electronic and paper based files in accordance with best practice and compliance requirements;
- Scanning of employee related documents to electronic personnel files;
- Ensure organisational chart and staff directories are accurate, reflecting current staff details;



- Complete Return to Work SA related duties such as notifications to the insurer and maintaining and updating files.

Finance

- Seek appropriate approvals for purchases related to functions of the position.
- Maintain required records and receipts for all purchases made as part of position.

Organisational Processes

- Adhere to legislative requirements that inform the work and business of WSSSA.
- Adhere to requirements as stipulated in WSSSA Service Agreements.
- Maintenance of records as required by WSSSA guidelines.
- Maintain confidentiality principles in line with legislative and WSSSA guidelines.
- Support the development, maintenance and compliance of best practice WH&S policies and guidelines, recommending improvements to systems to minimise workplace hazards and ensure safe work practices.
- Proactively monitor risks and regularly report to the Board of Management on these risks and mitigation strategies.
- As a Public Officer as per the Independent Commissioner Against Corruption (ICAC) definition you have a mandatory reporting obligation to report to the Office for Public Integrity (OPI) any conduct that you reasonably suspect raises and issue of corruption, or serious or systematic misconduct or maladministration in public administration. As a Public Officer your own conduct could be subject of a report to the OPI and as a result you could be investigated for corruption.

Person Specification

Essential qualifications

- Relevant qualifications in human resources and/ human resource administration or experience commensurate with the position.

Competencies and experience

- Knowledge of, and the ability to apply, State and Federal legislation as it applies to people and culture.
- Demonstrated ability to take initiative, plan and manage workload.



- Written and verbal communication skills and interpersonal skills including the ability to liaise, negotiate, advocate and resolve conflicts.
 - Organisational skills including working to deadlines.
 - Ability to work within a team environment and contribute to the attainment of team goals and organisational objectives.
 - Pursue professional development goals.
 - High-level skills in the use of IT systems and applications.
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SPECIAL CONDITIONS

- Current full Driver's License and willing to drive.
 - The incumbent is required to satisfactorily complete a Department of Human Services Child Related Screening and SAPOL National Police Check.
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HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Justin or Lucy Dinnison-Mitchell on (08) 8100 8830.

Please Note

Your application will be automatically acknowledged by a return email.
