

# POSITION DESCRIPTION

## POSITION DETAILS

Position Title:	Human Resources Assistant
Division:	Human Resources
Reports To:	Human Resources Manager
Responsible to:	General Manager
Location:	Head Office
Date:	August 2022

## MAIN PURPOSE OF POSITION

The Human Resource Assistant assists the Human Resources Manager in coordinating strategies, policies and systems that ensure the ongoing suitability of staff within the organisation.

## KEY ROLES AND RESPONSIBILITIES

- Assisting the HR Manager with all HR practices including preparation of contracts, position descriptions and other related documentation;
- Develop and maintain effective records for all personnel related information;
- Under the direction of the HR Manager, organise and implement suitable training for all staff across the various divisions, including First Aid training etc.
- Assist the HR Manager with processing criminal record checks, Working with Children checks as well as Functional Assessments for all new or returning staff. Ensure the effective maintenance of the register of all checks and assessments conducted, including volunteers;
- Assist with recruitment of all Co.As.It. staff, including volunteers;
- Onboarding new staff to the company HRMS;
- Assist with the development of an appropriate induction program;
- Assist the induction training for all new personnel as required;
- Be the relief Return to Work Coordinator;
- Other delegated duties in line with the philosophy and objectives of Co.As.It. as directed by the HR Manager;
- Consistently apply Co.As.It. all other policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

## KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The Human Resources Assistant needs to build extensive networks and strong consultative relationships within the organisation as well as externally.

These relationships include:

- The Co.As.It. Board of Directors, the General Manager and the senior management team;
- Human Resources Team;

- Staff across Co.As.It. generally to work collaboratively and exchange information.

## **DECISION MAKING**

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to human resources practices;
- Content of advice and information provided to HR Manager;

Decisions that are referred to a supervisor include:

- Any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects;
- Major policy issues or conflicts arising in the course of work;
- Matters requiring submission to the Board of Directors.

## **KEY PERFORMANCE CRITERIA**

### **Broad indicators:**

- Be personally guided by the values of the organisation;
- To arrive at work on time and to advise manger/supervisor of lateness or absences as soon as practicable;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- To represent Co.As.It. positively;
- Manager/supervisor kept informed of key issues;
- High level cooperation with other staff, teams and divisions.

### **Position Specific indicators:**

- Work program objectives are met;
- To build and maintain strong relationships within the organisation;
- To build and maintain strong external relationships to enable the program objectives;
- To provide the HR Manager with complimentary support to enable high level performance to be achieved.

## SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

### Essential

- Qualification in Human Resources and a commitment to continued professional development;
- A proven commitment to and understanding of the not-for-profit environment sector;
- Demonstrated experience in contemporary human resources management including strategic planning, recruitment, policy development, WH&S and workers compensation.
- Excellent networking and communication skills;
- Ability to meet deadlines on a daily basis and manage competing priorities and tasks;
- Well-developed oral and written communication;
- Good organisational and problem-solving skills;
- Possession of conflict resolution and negotiation skills;
- High level computer literacy;
- A current and valid Driver's Licence;
- High capacity to work independently and collaboratively in a team environment;
- Understanding of, and commitment to Work Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.
- Ability to meet deadlines on a daily basis, manage competing priorities and tasks.

### VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

#### POSITION HOLDER

Signature..... Date.....

#### SUPERVISOR

Signature..... Date.....