

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	HR & Payroll Administrator		
Agreement:	The District Nursing Service Non-Nursing Agreement 2020		
Approved By:	Paul Byrne - Interim CEO	Approved Date:	20/09/2021

POSITION OBJECTIVE
To process payroll and provide human resources administration support across TDN. To coordinate the new starter and termination process for employees, assist with internal movement of current employees, while maintaining HR records within the HR Information System.

POSITION RESPONSIBILITIES	
Key Work Activities	Work Performance Requirements
Provide general HR support	<ul style="list-style-type: none"> Responding to general enquiries on HR policies, procedures and systems via email, phone or face to face. Supporting the People, Culture and Safety Coordinator (PCSC) with HR projects, reporting, continuous improvement plans and engagement activities. Conducting shortlisting and screening checks. Escalate queries if they are beyond the HR Administrator's scope.
Coordination of New Starters	<ul style="list-style-type: none"> Liaising with the PCSC and Managers to arrange orientations for new starters Orientate new staff
Off-boarding	<ul style="list-style-type: none"> Supporting employee termination activities, including acknowledgement of resignations and exit processes, working with Managers and other key stakeholders to ensure completion prior to termination payments are completed.
HR Administration	<ul style="list-style-type: none"> Preparation of Employment documentation including but not limited to contracts, variations, and statement of service etc. Entering new personnel documentation prior to commencement ensuring compliance with essential requirements of positions prior to commencement. Following up any missing documentation.
Payroll Processing	<ul style="list-style-type: none"> Ensure all payroll transactions are processed accurately and efficiently, ensuring compliance with industrial agreements, awards, relevant legislative requirements and contracts Collect, calculate, and enter data in order to maintain and update payroll information Determine payroll liabilities and employee entitlements, including leave liability. Administer and reconcile all EFT, superannuation, payroll and salary packaging deductions Liaise with Managers and employees regarding payroll queries Plan payroll activities to meet fortnightly, monthly and periodic workloads and deadlines

	<ul style="list-style-type: none"> Enter and maintain employee records in HR3 and other associated systems
Continuous Quality Improvement	<ul style="list-style-type: none"> Maintain records and documentation of employee registrations, police and WWVP checks and ensure employee evidence requirements are always current. Implement payroll controls and procedures within the payroll system to ensure accuracy of data and that continuous improvement occurs.

ORGANISATIONAL RELATIONSHIPS

Reports To:	People, Culture & Safety Coordinator
Supervises:	Nil Reports
Key Working Relationships with:	All staff

QUALIFICATIONS AND COMPETENCIES

ESSENTIAL REQUIREMENTS:	<ul style="list-style-type: none"> Minimum one year of payroll and human resources experience National Police Check Working with vulnerable persons check
DESIRABLE REQUIREMENTS:	<ul style="list-style-type: none"> Certificate 4 - Human Resources or equivalent

SELECTION CRITERIA

1. Demonstrated experience in human resources, including payroll and award/agreement application.
2. Excellent attention to detail.
3. Demonstrated customer service approach to HR delivery.
4. Demonstrated ability to work as part of a team.
5. Excellent time management skills and a demonstrated ability to work to a deadline.
6. Excellent communication skills and understanding and application of practices of confidentiality.
7. Proficient in the use of Microsoft suite, Word and Excel.

PHYSICAL REQUIREMENTS

Applicants must successfully complete an Occupational Health Assessment prior to commencing employment at The District Nurses. Employees have an obligation to report any deviation from the assessed results during the course of their employment. Inability to functionally perform the duties as stated in this position description may result in termination of employment as you may be deemed unfit for duty.

The Functional requirements of this position include:

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual Handling – Weights above 10kg			X	
Manual Handling – Weights below 10kg			X	
Manual Handling frequency			X	
Repetitive manual work			X	
Working with arms above head				X
Lifting above shoulder height				X

Using hand tools – (powered)				X
Wearing hearing protection				X
Wearing eye protection				X
Wearing gloves (personal protective)				X
Working in wet/slippery conditions				X
Working with chemicals/solvent/detergents				X
Washing hands with soap			X	
Working in confined places				X
Performing clerical/administrative duties		X		
Working on a keyboard		X		
Driving fleet vehicles (manual and automatic)				X
Driving on suburban and rural roads, highways (sealed and unsealed roads)				X
Driving at night				X
Wearing polyester clothing				X
Exposure to animals				X
Exposure to environments whereby people have been smoking				X

EMPLOYEE DECLARATION

In signing this declaration I acknowledge that I, _____
have been advised of the requirements and conditions of this appointment based on this Position Description.

Signature

Date

MANAGER COMPLETION

Signature

Date

Name

Position