

# Position Description

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| POSITION TITLE: | Human Resources Administrator |
| LOCATION: | SAHMRI, North Terrace |
| REPORTS TO: | HR Operations Business Partner |
| DEPARTMENT: | Corporate Services, Human Resources |

## PURPOSE AND SCOPE OF THE POSITION

Provide efficient and confidential administrative support to the Human Resources (HR) department across various HR business functions.

Reporting to the HR Operations Business Partner, this position will also work closely with the HR team and all staff, students and partners across SAHMRI.

## KEY RESPONSIBILITIES

The specific duties include:

**HR Management System (HRMS) and HR mailbox administration**

- Serve as the HRMS Super User
- Maintain accurate records and implement timely updates
- Conduct compliance audits of documentation within the HRMS
- Contribute to ongoing system enhancements and process improvements
- Monitor the HR Mailbox daily to ensure timely responsiveness
- Respond to and follow up on all HR Mailbox queries in a timely and professional manner

**HR Documentation and Administration**

- Assist the HR Business Partners with any routine documentation such as employment variation letters, salary increase letters, acknowledgement of resignation etc
- Act in a confidential capacity when handing external and internal enquiries

**Onboarding Administration**

- Coordinate the onboarding process for new employees, including drafting and managing all relevant documentation
- Coordinate the SAHMRI probationary process, including:
    - Follow up with HR Business Partners to ensure timely completion of probationary reviews for all employees
    - Process probationary letters in accordance with established timelines and protocols
    - Coordinate and distribute onboarding surveys to new starters
    - Monitor probation-related training requirements, follow up on outstanding items, and notify the relevant Manager, Supervisor, and HR Business Partner of any non-compliance

- Work closely with the Payroll Specialist to ensure a timely and accurate information flow regarding new starters being input into the SAHMRI payroll system
- Maintain and continuously improve HR onboarding documentation and processes

**Recruitment Administration**

- Working alongside the Recruitment Coordinator administer recruitment activities, including but not limited to:
    - Scheduling candidate interviews
    - Booking meeting rooms
    - Communicating with both successful and unsuccessful candidates
- Oversee employment screening activities as required

**HR Projects**

- Support the HR Operations Business Partner and HR Business Partners with special projects as directed
- Assist with the coordination of HR related events (including training, meetings, staff presentations)

**General**

- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the Code of Conduct Policy.

## SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- Police clearance will be required for this position.



# Person Specification

## QUALIFICATIONS

N/A

## EXPERIENCE, KNOWLEDGE AND SKILLS

- Minimum two years' experience in a HR administrative role
- Sound knowledge and practical understanding of Human Resources principles
- Advanced computer literacy, with demonstrated ability to quickly master new systems
- Exceptional attention to detail, with accuracy and precision imperative
- Proven ability to multi-task, solve problems, and adapt to new responsibilities with ease
- Strong organisational and time management skills
- Demonstrates high ethical standards and maintains strict confidentiality
- Self-motivated, proactive, and committed to continuous improvement
- Excellent interpersonal, written, and verbal communication skills
- Positive, customer-focused attitude with flexibility and a collaborative team approach
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
    - **Excellence** – Bold, Driven, Dynamic
    - **Innovation** – Persistent and Focused
    - **Courage** – Collaborative and Enabling
    - **Integrity** – Embrace Diversity, Demand Equity
    - **Teamwork** – Friendly, Fast, Flexible, Fun