



WYDAC

Warlpiri Youth Development Aboriginal Corporation

Position description

Position title:	Senior Administration Officer	Date:	September 2021
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 4	Salary:	Award rate with relevant penalties
Reports to:	HR & Quality Manager	Dept:	Administration
Approved by:	CEO	Supervises:	Nil

Primary Purpose of the Position

The Senior Administration Officer will provide high level administration in to the HR Manager in areas of recruitment and selection of vacancies, general enquiries and undertaking of HR administrative tasks in a cross-cultural setting.

This position requires experience in delivering effective and timely administrative services, excellent analytical, communication and prioritisation skills. The ability to demonstrate excellent interpersonal skills, and a commitment to high quality service delivery whilst maintaining a strong workplace culture in a structured team.

Reporting relationships

The Senior Admin Officer reports directly to the HR Manager.

Primary duties

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position and other duties as directed.

HR Administration

- Coordinate recruitment, on-boarding and off-boarding processes

Kurdu-kurdu-ku jina-mardarni tarnnga-juku

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- Prepare and maintain updated employment records related to hiring, transferring, promoting, and terminating employees, contractors and volunteers
- Prepare and undertake the administration of commencement and induction activities for employees, contractors and volunteers
- Administer the HR calendars to ensure effectiveness and compliance
- Arrange and maintain a record of all staff training (e.g. training applications, trainee lists, schedules, attendance sheets)
- Ensure adherence to HR-related policies and procedures
- Provide support to staff on day-to-day HR-related administrative issues
- Communicate all HR-related information to staff as required.

Quality Administration

- Work with the Management team to fulfil financial and organisational requirements of WYDAC through Quality Management processes.
- Ensure that Quality management processes pertaining to employment contracts, staff compliances and training are carried out appropriately.

General Administration

- Coordinate travel needs for commencing employees
- Ensure that travel needs are met within the constraints of the WYDAC travel and vehicle policies
- Liaise with other administrative staff to ensure that the Alice Springs office is adequately stocked with general office supplies
- Liaise with other administrative staff and Office Coordinator to ensure movement of items between Yuendumu and Alice Springs Offices
- Liaise with other administrative staff to ensure that general IT, building and office repairs and maintenance issues related to the Alice Springs Office are resolved.

Workplace Health and Safety Officer

- Ensuring that all administration relating to WHS is undertaken
- Ensuring that sharing of WHS documentation is consistent across the organisation
- Participating in workplace inspections, audits and risk assessments.

Key job competencies

Knowledge

The Senior Admin Officer must have knowledge of:

- Administrative practices and procedures;
- Modern office management principles, procedures and techniques and their adaptation;
- Modern office equipment, including multi-phone lines systems, fax, copiers, scanners, etc.

Qualifications, knowledge and skills and experience

Essential criteria

- Demonstrated work ethic and attitude which emulates WYDAC values of being professional, accountable, honest, respectful and innovative
- Well-developed oral and written communication and interpersonal skills
- Proven experience delivering services and providing advice on HRM matters
- Strong numeracy and analytical skills with the ability to prepare high level reports and submissions for a variety of audiences
- Demonstrated experience applying and interpreting employment legislation including demonstrated ability to work with and support management as part of a team
- Effective problem-solving skills, demonstrated initiative, flexibility, ability to act ethically towards sensitive issues
- Excellent computer skills and experience working with spreadsheets and databases
- Demonstrated ability to work in a team
- Demonstrated capacity for resourcefulness, self-motivation, independent decision making and working with minimal supervision
- Demonstrated negotiation skills and ability to maintain cooperative working relationships with other internal departments and external organizations.
- Demonstrated stress management skills
- Eligibility to work in Australia
- Ability to undertake overnight travel to remote communities, as may be occasionally required for up to 1 day per trip.
- Possession of a current 'C' Class Open Driver's License
- Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer).

Desirable criteria

- Experience working in remote locations
- Qualifications in Business or similar Administration

Endorsement

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO) _____ Date ____/____/____

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.