

Position Description

Position Title:	Administrator - HR		
Reports to	Human Resources Business Partner		
Directorate:	Corporate Services		
Business Unit	Human Resources		
Number of Direct Reports	0	Budget Responsibilities	0
EMPHN Classification	Band 2 or 3		

Approved by:	Megan McCreadie	Date:	10/07/2018
Next Review Date:	30 June 2019		

About EMPHN

With our partners, we will facilitate health system improvement for people in eastern and north eastern Melbourne. In doing this, our five key strategic priorities are:

1. **Addressing health gaps and inequalities**
2. **Enhancing primary care**
3. **Leveraging digital health, data and technology**
4. **Working in partnership to enable an integrated service system**
5. **A high performing organisation**

Our four organisational values will underpin all work undertaken by EMPHN and our employees.



Leadership	<i>We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in health care.</i>
Understanding	<i>We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.</i>
Outcomes	<i>We are accountable for ensuring value for money for our communities, stakeholders and funding bodies. We focus on high impact, equitable health care solutions that increase efficiency and reduce waste</i>
Collaboration	<i>We enable those who touch the system to design the system through sharing knowledge, evidence and expertise. We work together across teams for shared outcomes.</i>

Purpose of Position

The purpose of this position is to provide administrative support to the human resources function with EMPHN.

Key Relationships and Stakeholders

- HR Business Partner
- Executive and Senior Leadership Team
- Payroll
- EMPHN employees
- External applicants

Accountabilities

Recruitment and Onboarding

- Assist with the administrative components of the recruitment process, including drafting and posting of job ads, responding to applicants, arranging of interviews, follow up interviewed applicants, filing of recruitment paperwork
- Development and maintenance of recruitment statistics to improve processes and support implementation of effective recruitment campaigns.
- Assist with the onboarding of new employees including development of contract of employment, following up of new employee paperwork and liaison with managers and external service providers regarding new employee start.
- Assist with induction of new employees including preparation of induction material, scheduling of induction meetings and programs.
- Manage probationary period information for new employees and managers.
- Assist in the ongoing maintenance of employee files.

HR Systems and Data

- Ensure all relevant Human Resources databases and organizational information is up to date, accurate and complies with legislation.
- Maintenance of training data and external training provider information.
- Ensure appropriate employee data collection is undertaken (ie employee exit information is collected) to support identification of key cultural issues.
- Assist in data preparation of analytics for Board, Executive Managers.
- Maintenance and continuous improvement of HR data structures and processes.
- Identification and implementation of continuous improvement opportunities to HR policies and procedures and internal processes.

Workforce planning, design and capability

- Together with the Human Resources Business Partner, assist with managing the performance appraisal process, ensuring that employee performance appraisals have been undertaken.
- Assist with employee training and development programs including booking of training providers and recording of all training and development activities undertaken.
- Assist with the administration of the employee reward and recognition program.

Team

- Participate in regular reviews of performance and demonstrate a willingness to close learning and capability gaps.
- Participate in regular team meetings and other organizational and stakeholder meetings as required.
- Other duties as reasonably required to provide professional and timely human resources services to the organisation.

Organisational

- Work towards the achievement of EMPHN Mission and Vision and the attainment of our key Strategic Priorities.
- Comply with all EMPHN's policies and procedures
- Work in a manner which upholds EMPHN Values of **Leadership, Collaboration, Outcomes** and **Understanding**.
- Maintain strict confidentiality while employed at EMPHN, and at times thereafter, as to the organisation's membership list, data, operating procedures, financial and employee information.

Position Description

Health and Safety

- Adhere to all EMPHN Health and Safety policies and procedures and any relevant legislation regarding health, safety and environment.
- Take all reasonable care for your own and other's Health and Safety.
- Take a proactive approach to EMPHN health and safety initiatives.

Knowledge, Skills & Experience

- Strong Administrative skills and experience, experience in HR Administration is desirable
- Excellent time management and organisational skills with the ability to manage competing demands and deadlines.
- Strong communication skills with the ability to effectively communicate with a range people.
- Ability to operate effectively in a highly confidential organisation and exercise discretion in dealing with confidential and sensitive issues.
- Adaptable and receptive to new ideas and ways of working; cooperates well with others in the pursuit of team goals, responds and adjusts easily to changing work demands and circumstances.
- A drive for excellence and professionalism – both of self and the organisation.
- Ability to work independently and as part of a team.
- A persona which models the organisation's ideals.