

POSITION DESCRIPTION

WEST BEACH PARKS

Position Description

PEOPLE AND CULTURE ADMINISTRATOR

POSITION

Position Title:	People and Culture Administrator
Department:	Corporate Services
Responsible To:	People and Culture Manager
Classification Level:	3

POSITION PURPOSE

Primary Purpose of Role:	The People and Culture Administrator is responsible for providing efficient and effective administrative support to the People and Culture Team. Generalist administration responsibilities include assisting with recruitment, onboarding, training and development, reward and recognition, performance reviews and other People and Culture objectives.
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ABOUT WEST BEACH PARKS

Our Vision:

To be Australia's favourite Tourism, Sport and Leisure destination for everyone

Our Purpose:

To care for and enhance West Beach Parks for current and future generations

Strategic Priorities:



Our Destination: *We will continue to drive the evolution of West Beach Parks for the benefit and enjoyment of everyone*



Our Community: *We will build and preserve genuine relationships within our Community, and continue to create inclusive environments for everyone*



Our Environment: *We will ensure that environmental sustainability is at the heart of everything we do*



Our People, Our Business

We will invest in our people and our business, and ensure long-term financial sustainability

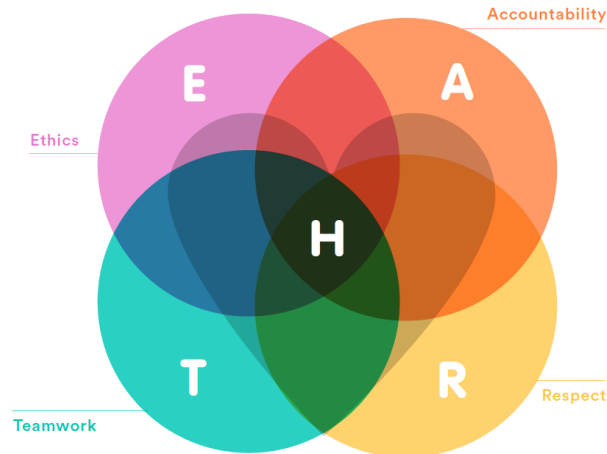


Our Values

HEART

[H]EART is the collection of our Values: Ethics, Accountability, Respect and Teamwork that we are proud to live by everyday.

This HEART framework describes our way of operating, our actions, the pulse of our organisation.



ETHICS

We do the right thing

To demonstrate Ethics, I

- Do what I say
- Value what we stand for
- Do the right thing
- Act consistently and with integrity
- Care and follow the rules

ACCOUNTABILITY

We own our actions and behave responsibly

To demonstrate Accountability, I

- Learn from my mistakes
- Use my skills to do my job
- Am proud of what I do
- Own the decisions I make
- Deliver on my promises

RESPECT

For our visitors, each other and our environment

To demonstrate Respect, I

- Appreciate the differences in our teams
- Help visitors and our team
- Look after and protect the environment
- Listen to what others have to say
- Am polite and kind to others

TEAMWORK

We work together to create and deliver a great visitor experience

To demonstrate Teamwork, I

- Contribute my best
- Work for our common goals
- Am open and supportive of others
- Recognise others for their work
- Share and celebrate success



POSITION KEY RESULT AREAS

Key Result Areas	Responsibilities	Measures
Attraction, Recruitment and Selection	Provide administration support in the recruitment of new employees in accordance with People and Culture policies/procedures, equal employment opportunity legislation and workforce diversity. Administration support includes: - creating and placing job advertisements. - developing interview questions. - shortlisting and responding to candidates. - scheduling interviews and filing of interview notes. - taking notes during interviews, as requested. - selection check completion for shortlisted candidates (police clearances, booking medicals, reference checking etc.) and maintaining selection check records. - notifying successful and unsuccessful candidates. - updating the ELMO candidate management system. - preparing entry level employment contracts for Chief Executive Officer approval.	- Clear and transparent recruitment process. - Accurate and concise reporting and documentation evident for each appointment. - Effectively completes tasks within expected timeframes. - Demonstrates ability to prioritise and manage time effectively. - Maintains current and accurate People and Culture Information Systems.
Organisational Development	<u>Induction</u> - Organise and complete the “Your Check In” and “Welcome Aboard!” Induction programs with new employees. - Ensure all required induction paperwork is received and filed. - Ensure that the “Your Check In” induction folders are updated with changes to policies, procedures, forms etc. when such changes occur. - Assist in onboarding new employees through all People and Culture Information Systems. <u>Training and Development</u> - Assist in coordinating the delivery of the annual Learning and Development Framework including organising training courses and costs. - Administer the ELMO learning management system, including course allocation, tracking course completion and reviewing and uploading courses as required to ensure they are relevant and current. - Tracking attendance and costs by maintaining the Training Records Spreadsheet and filing training evidence. - Maintain the Training and Licences Spreadsheet and coordinate re-certifications, as required.	- Accurate and concise reporting and documentation. - Effectively completes tasks within expected timeframes. - Demonstrates ability to prioritise and manage time effectively. - Maintains current and accurate People and Culture Information Systems.



Key Result Areas	Responsibilities	Measures
Reward and Recognition	- Administer the High 5 reward and recognition system to ensure that data within the systems is current and accurate. - Coordinate monthly and quarterly employee awards. - Update High 5 with quarterly recognition points. - Create quarterly and annual High 5 reports.	- Accurate and concise reporting and documentation. - Effectively completes tasks within expected timeframes. - Demonstrates ability to prioritise and manage time effectively. - Maintains current and accurate People and Culture Information Systems.
Uniforms	Coordinate all WBP uniforms including: - ordering uniforms for new and existing employees, - ensuring that uniforms received are correct, - ensuring that credit notes are received for incorrect orders, - processing uniform invoices and costing to the correct department, - maintaining uniform stock levels and stock on hand spreadsheet, - organising the dry cleaning of returned uniforms, - organising the destruction of uniforms which are not to be used/re-distributed, and - send monthly communications regarding employee uniform checks.	- Accurate and concise reporting and documentation. - Effectively completes tasks within expected timeframes. - Demonstrates ability to prioritise and manage time effectively. - Maintains current and accurate uniform stock levels and stock on hand spreadsheet.
General Duties	- Administer police clearances for existing employees via the National Crime Check website. - Administer the Staff Familiarisation Allowance. - Send Exit Interviews to ex-employees. Forward responses received to the People and Culture Manager. - Send required communications as per the annual "Employee Benefits and Communication" and "Team Events" Calendar. - Send required communications regarding employee significant years of service and birthdays. - Assist with coordinating staff events. - Develop the WBP quarterly newsletter "The Quarterly Check In". - Assist in creating salary increment and increase documentation. - Maintain People and Culture personnel records. - Ensure accuracy in preparing People and Culture reports and data. - Assist in the annual review of position descriptions and sign off on all position descriptions on ELMO.	- Completes tasks within expected timeframes. - Effectively demonstrates ability to prioritise and manage time effectively. - High quality delivery of clerical and administrative tasks. - Provides and maintains quality and accurate documents. - Maintains current and accurate People and Culture Information Systems. - Ensures that confidentiality is always maintained in relation to all aspects of the position.



Key Result Areas	Responsibilities	Measures
General Duties continued	- Assist in compiling workforce surveys/data required by the Office of the Commission for Public Sector Employment. - Work in partnership with business units to provide support which ensures that People and Culture processes are conducted in accordance with best practice business requirements. - Provide and maintain an efficient and effective People and Culture service. - Complete other ad hoc tasks as delegated by the People and Culture Team or Executives.	
Work Health and Safety	- Take reasonable care for own health and safety and that of others whilst at work. - Promote health and safety awareness by setting a good example. - Comply with all WBP WHS policies, procedures, work instructions etc. - Comply with all reasonable instructions issued by your Supervisor and WBP to protect your own personal health and safety and that of others. - Not perform any procedure or task unless you have received appropriate training and instruction. - Use safety devices and personal protective equipment (PPE) correctly and in accordance with procedures/work instructions. - Report potential and actual hazards. - Report any near miss, accident or injury you sustain at work or outside of work. - Keep work areas in a safe condition, ensure good housekeeping and safe access and egress. - Participate in consultation regarding WHS. - Complete all required WHS training.	- Demonstrates safe work practices. - Policies, procedures and work instructions compliance. - All WHS training completed by the required deadline. - Correct use of all safety devices and protective equipment. - Correct reporting system is used to report potential and actual hazards. - Correct reporting system is used to report any near miss, accident or injury sustained at work or outside of work. - Participates in keeping work areas in a safe condition, good housekeeping and safe access and egress.



POSITION COMPETENCY

Area	Measures
Customer Experience	I demonstrate the ability to communicate in a customer focused manner, understand the customers' needs, and ensure they are met in line with WBP Customer Experience (CX) Promise: - Honest, reliable and authentic. - People are not numbers. - Listen and act. - Go above and beyond. - Make it easy. - Communicate, communicate, communicate.
Achievement Orientation	I enjoy achieving required results for all tasks. I approach new challenges with a confident "can do" attitude. I guide my own actions and approaches to task achievement. I show pride when standards are met. I prioritise and adhere to agreed timings.
Continuous Improvement	I demonstrate the ability to maintain effective processes and systems with a commitment to continuous improvement.

POSITION SELECTION CRITERIA

Candidates should ensure that their application clearly demonstrates their ability to meet the Essential Criteria detailed below:

Type	Description	Criteria
Qualifications:	▪ Current Police Clearance. ▪ Current Australian Driver's Licence. ▪ Completion of Year 12 or Certificate II. ▪ Currently completing or completion of a Human Resource qualification.	Essential Desirable
Experience	▪ 2 years (+) experience in an administration role. ▪ Electronic Human Resource Information Systems.	Essential Desirable



Type	Description	Criteria
Skills & Knowledge:	- Strong interpersonal and communication skills. Ability to establish and maintain rapport with others by being approachable and possessing a positive, customer focused, professional and flexible approach. - Ability to work as an effective team member and liaise with team members at all levels, as well as work autonomously as required. - Ability to manage time effectively, stay organised and meet deadlines while working on multiple tasks. - Strong attention to detail ensuring effective and accurate outcomes. - Strong computer skills/experience including Microsoft Word, Excel, electronic mail and the Internet. - Ability to follow direction and meet required quality of work expectations and timeframes. - Be pro-active, show initiative and follow through on actions. - Be self-motivated and reliable with a strong work ethic. - Ability to use discretion with confidential information. - Exercise sound judgement, discretion and confidentiality in all aspects of the position.	Essential

POSITION RESOURCES & BUDGET

No. of Staff Reporting to Position:	Nil
Financial Delegation (\$):	Nil
Special Conditions:	- The incumbent is required to adhere to the Guidelines for Ethical Conduct set out in the Code of Ethics for the South Australian Public Sector which describes responsibilities for all Public Sector Act employees in relation to matters including confidentiality, disclosure of information, impartiality and conflict of interest. - The incumbent will be required to: - achieve performance targets that are negotiated and mutually agreed with the People and Culture Manager, - complete other ad hoc tasks as delegated by the PCM or Executive Management, and - adhere to West Beach Parks Uniform Policy and Dress Code Policy.



POSITION ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned.

Name:	
Signature:	
Date:	