

HR Administration Officer

Position Description

Reporting to:	Head of HR Operations	Work location:	Melbourne CBD
Department:	People and Culture / Group Operations	Budget holder:	No
Team:	HR Services	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The HR Administration Officer provides quality administration support to ensure the effective delivery of HR services to the organisation. The HR Administration Officer is the first point of contact for a wide range of general HR queries and supports managers to implement employee changes and offboarding. The HR Administration Officer supports the P&C Specialist and Head of HR Operations to deliver key reporting and employee metrics.

The ability to manage workloads, prioritise tasks, attention to detail, and effective time management skills are key requirements for success in this role. Overall, this position is an active member of the HR Services team, positively contributing to and acting as a champion in all interactions within and outside the team.

Here your skills will be valued

Role requirements

HR and volunteer administration

- Provide day-to-day responses to HR inbox queries
- Enter and process compliance checks, ensuring ongoing compliance requirements are met for all employees and maintaining accurate compliance records
- Construct, maintain, and archive employee files, adhering to process, audit and compliance requirements
- Use HR systems to complete tasks for employee workflows (e.g. onboarding, employee changes, offboarding process)
- Administer the parental leave process
- Undertake general administrative duties to assist the People and Culture team (e.g. processing invoices)
- Support the all-staff meetings
- Ensure organisational charts are kept up to date

Reporting

- Use HR systems to extract and develop accurate reports relating to the employee lifecycle
- Provide managers with accurate and meaningful employee and volunteer data

Teamwork and communication

- Actively participate in team meetings and discussions to contribute to a professional, cohesive environment
- Openly communicate with team members to share ideas and suggestions for improvements and effectiveness
- Contribute to team planning building on existing strengths and seeking opportunities for enhancement and improvement

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy & Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Exceptional customer service focus and demonstrable experience (both internal and external stakeholders)
- Proficiency with Microsoft Office applications (Word, Outlook, Excel)
- Experience using and maintaining database systems
- Highly developed verbal and written communication skills
- Strong time management and organisational skills
- Ability to work under pressure and to tight deadlines
- High levels of attention to detail and quality

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** Nil Required

Working with Children Check: Required **Assets:** Laptop