

Interchange Outer East

Position Description



Position: HR Administration Officer (Staff Records)
Reports To: Team Leader, HR
Reviewed: April 2021

ABOUT INTERCHANGE OUTER EAST (IOE)

Interchange Outer East is a child safe organisation upholding the right of children and vulnerable people to be free from abuse. All people involved with IOE have the right to feel safe and supported during their involvement with the organisation.

Interchange Outer East works within the human rights framework:

- Dignity
- Respect
- Equity
- Freedom

Employees must have the passion and belief in people's rights and citizenship.

They must treat all people with respect and dignity, valuing uniqueness (culture, family structure, customs, etc) and self worth. Communication should be aimed to strengthen families, listening and learning and creating relationships of trust.

Interchange aims to encourage people to develop skills and competencies through their work. Education is a lifelong process and many competencies can be learnt on the job through positive role models and training.

KEY ACTIVITIES

- Providing a range of quality respite care and support services to families of people with disabilities
- Providing a range of quality recreation, social, and life skill services to people with a disability
- Providing a range of opportunities for involvement by all people in the community

Employee's purpose is to:

1. Build a great community
2. Educate – sharing knowledge
3. Create opportunities
4. Create choices
5. Assist families and individuals
6. Make connections
7. Embrace change
8. Timely and open communication
9. Ensure sustainability
10. Have fun

Aim

The position of HR Administration Officer (Staff Records) aims to ensure that the needs of the Human Resource and staff records functions of Interchange Outer East are met efficiently and effectively on behalf of the program.

Job Summary

Staff Employment Administration:

- To ensure Review 3 monthly all support workers who have not worked in the quarter: March, June, September, December
- New employees onto HR3
 - Permanent staff
 - Kiosk setup for timesheet
 - Casual staff
- Checking all required information pertaining to employment is recorded accurately. Includes superannuation registration, Employment Agreement, tax declaration and employee bank details
- Update changes of all above items in payroll
- Monitor HESTA online portal for new member numbers to HR3
- Monitor expiries of all staff driver's licence and vehicle registrations
- During peak employment times, assist with reference checking and screening

Competencies Required

- A minimum Certificate III qualification, or equivalent proven experience, in a related field.
- An understanding of the payroll function and audit processes
- Belief that all people with a disability contribute to the community.
- Capacity for high levels of independence and autonomy.
- Work within a team based approach.
- To understand and advocate the right of every individual to have access to some form of communication, which allows them freedom of expression and the ability to have choices and power over their own lives.
- Clear and effective communication skills, meeting the needs of people from various backgrounds and skill levels.
- Commitment to learn and develop skills.
- A focus on developing solutions to issues that arise through work practices.
- Being able to effectively handle interpersonal and work management pressures in a professional and positive manner.
- Ability to manage and address conflict.
- Ability to work within an environment of Information Systems and processes.
- Working knowledge of Microsoft Office programs.

Core Responsibilities

- Work within Interchange Outer East as a whole agency and within its strategic plan.
- Work collaboratively with all programs within Interchange Outer East towards a common goal and purpose.
- Be punctual.
- Maintain the confidentiality of individuals and families at all times.
- Work as a part of a team which is committed to the use of person centred thinking and practices.
- Demonstrate an understanding of disability and the challenges presented to individuals and families, particularly in terms of human rights, community contribution and valued status.
- Work in line with relevant Acts and frameworks i.e. Disability Act 2007, NDIS Quality Standards.

- Understand the charter of human rights.
- Use work practices that respect all individuals within the Interchange Outer East community.
- Participate in quality processes.
- Promote positive practices within the workplace.
- To ensure that Interchange Outer East actively contribute to community education and inclusion through a human rights framework
- To attend relevant staff / team meetings.

Individual / Family Support:

- Treat all individuals with respect and dignity.
- Model good working practices to staff/volunteers when working with participants and families.

Training

- Participate in ongoing training and skills development.
- Attend Interchange Outer East position induction.
- When required, undertake sessions in Human Rights training

Staff Support

- Contribute to maintaining a productive and harmonious team.
- Treat colleagues and volunteers with respect and dignity.
- Support your fellow team members to work well and achieve desired outcomes.
- Be honest and open and communicate any concerns regarding individual's needs, work practices or working conditions to your team leader.

Development of the service

- Provide opportunities for individuals, families and volunteers of Interchange Outer East to have input into service development.
- Where appropriate attend and contribute to meetings and working groups that will contribute to the service's development and or Interchange Outer East as a whole.

Interchange Outer East Responsibilities

- Participation in team meetings.
- Report to line management upon request.
- To abide by the policy and procedures of Interchange Outer East.
- Attend and contribute to Interchange Outer East meetings.
- Attendance at staff meetings, training and other relevant meetings
- Involvement in formal and informal planning and evaluation processes for relevant programs and the agency as a whole

Administration

- Complete incident reports where necessary.
- Participate in any meetings relevant to the role you are undertaking.
- Maintain a healthy and safe workplace and environment for all, including the cleaning up of areas used.
- Complete a timesheet fortnightly.
- Consult with line management regarding any changes to your working hours and leave.
- Complete a leave application when required.
- Provide accurate acquittal of Interchange Outer East expenditure

Mandatory Requirements

Prior to commencement of work at Interchange Outer East, and in order to continue working, all mandatory requirements must be met. An employee not meeting any of the mandatory requirements will be suspended from employment until such time as the requirement is fulfilled.

Person Responsible for Renewal and cost			
Item	Mandatory Requirement	Initial Employment	Renewal
1	Working with Children Check	Employee	Employee *
2	NDIS Worker Screening	Employee	Employee
3	First Aid – HLTAID0012 *	Employee	IOE*
4	NDIS Worker Orientation Module	Employee	No renewal

Note: (1) HLTAID012 Provide Emergency First Aid Response in an Education & Care Setting. If the employee is to be reimbursed for the cost of renewing their first aid qualification, they will be reimbursed up to the value of \$150. Alternatively, regular first aid training is scheduled and run at IOE at no cost to the employee.

(2) Upon successfully receiving an NDIS Worker Screening, the employee may apply for a reimbursement of the cost of a Working with Children Check if they are obtained at the same time.

Additional Position Requirements

- Provide reception support and backup as required
- Understand other HR roles to enable back-up for times when members of the team are on leave.