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| Position title: | People & Culture Administrator | Reports to: | P&C Operations Lead |
| Program / Department: | People & Culture | Primary work location/s: | Wayville |
| Direct reports: | NIL | Key stakeholders: | P&C Team; Payroll; Baptist Care SA Leaders and Employees |
| Award: | SCHADS | Classification: | Level 2 |

Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State’s most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

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| <p>Integrity</p> <p>Ensuring personal and corporate transparency and the highest ethical standards.</p> | <p>Compassion</p> <p>Treating people and communities with empathy, dignity and fairness.</p> | <p>Empowerment</p> <p>Releasing individual strengths that promote personal and community transformation.</p> | <p>Innovation</p> <p>Fostering a culture of continuous improvement, staff engagement and improved client outcomes.</p> |
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About the role

The People and Culture Team provides expertise and support across the full employee lifecycle, including business partnering, HR operations, work health and safety, learning and development, volunteering, talent acquisition and development. Focused on creating a culture and workplace where staff can perform at their best to provide high quality client outcomes.

Working as part of the broader People & Culture Team, the People & Culture Administrator is responsible for administrative duties relating to the accurate management of employee data, and contributes to the delivery of effective and efficient People & Culture activities and programs. It acts as the first point of contact for People & Culture related queries, and escalates to more senior team members as required.

Role responsibilities

Administrative Support

- Function as the first point of contact for P&C Support.
- Monitor and maintain the P&C inbox and respond to queries, escalating issues as required.
- Draft employee contracts for approval by the Business Partner.
- Distribute employee contracts, new employee packs and other supporting documents as required for onboarding of new employees within the agreed timeframes.
- Support with data management requirements across the P&C Team.
- Liaise with Payroll as required in relation to payroll variations that may impact employees.
- Co-ordinate and manage on-boarding, internal variation of contracts and off-boarding processes for employees, contractors and temporary staff including assisting with inductions as required.
- Contribute to the development, review and monitoring processes, procedures and forms to ensure they provide an effective and consistent delivery of P&C services.
- Contribute to the delivery of P&C related projects and programs as required.

Employee Records and HRIS

- Create and maintain accurate employee records (employee files and HRIS records).
- Process employment information in the HRIS in a timely manner.
- Record and maintain mandatory screening check details and other clearance data in the HRIS.
- Initiate the applicable Mandatory Screening Clearance application process for employees as required.

Reporting

- Provide regular reporting to leaders across the organisation regarding P&C-related activities.
- Generate and distribute adhoc P&C related reports as required.

Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

About you

The qualifications you bring

- Completed high school and any additional education or certification.
- People and Culture related qualification at certificate level or studying towards it.

The experience you bring

- Proven experience in People and Culture or general administration, reporting and document management.
- Ability to work within a not-for-profit or community-based environment.
- Experience with HRIS Systems.
- Building strong relationships with people at all levels of the organisation.
- Advanced interpersonal skills with a proven collaborative approach and demonstrated ability to work collaboratively with and across teams.

The competencies (knowledge, skills and behaviours) you bring

- Strong written and verbal communication skills to interact with a variety of people, both internal and external, from employees to execs.
- A high level of computer literacy across the range of MS Office suite, including WORD, Outlook, and Excel.
- Be analytical and methodical in your approach to problem solving.
- Have a problem-solving mentality.
- Strong organisational and time management skills including the ability to manage competing and/or changing priorities.
- Excellent attention to detail and passion for the delivery of work to a high standard.
- Ability to work under pressure, deliver within short time frames
- Ability to deal with sensitive issues with empathy.
- Ability to maintain confidentiality at all times.
- Highly attentive to detail
- An ability/willingness to adopt to new computer programs and systems as required.

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC
- A current and valid National Police Clearance
- Training – Child Safe Environments

Desired Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation and review

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| Status: | Approved | Control: | People and Culture |
| Approved by: | Senior P&C BP | Version: | 2 |
| Effective Date: | May 2024 | Review Date | May 2025 |