



## Position Description

Position title:	Human Resources Administrator
Entity:	Austroads
Group:	Corporate Services
Job Type:	Part – time (0.5 FTE to 0.6 FTE negotiable)
Location:	Austroads Melbourne Office
Reports to:	Human Resource Manager
Responsible GM:	CFO & GM of Corporate Services
Direct reports:	N/A
Date reviewed:	June 2024

## Organisational Context

Austroads is the association of Australian and New Zealand transport agencies.

We provide authoritative, practical and impartial advice, information, tools and services to help our members to deliver safe, efficient and reliable mobility to their customers.

We also deliver value to a range of other key stakeholders across government, industry and communities, where there is a demonstrated societal benefit to do so.

Austroads comprises several business activities, including the core Austroads work program, the National Exchange of Vehicle and Driver Information System (NEVDIS), and Transport Certification Australia (TCA).

Our teams are located across Australia and New Zealand. We work in an integrated and collaborative way, along with external consultancies and other partners, to ensure our products and services are delivered successfully and maximise value.

Austroads promotes a culture of professionalism, innovation, and integrity, with a commitment to accountability, quality, and excellence in the delivery of all of our programs and services. Austroads values continuous improvement, and all staff are expected to engage in their work in a spirit of curiosity, collaboration, and proactivity.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds. We support our people through ongoing development and learning opportunities and create a supportive team environment for all our staff. We strive to be an employer of choice.

Austroads takes inclusion and diversity seriously. We embrace difference and diversity of identity, experience and thought, and actively strive for inclusive behaviours across our company and our work.

## The Role

### Team Purpose

The Corporate Services team oversee the management of finance & procurement, human resources, quality, office management, and legal & governance to ensure organisational stability and growth.

The primary purpose of the Corporate Services team is to serve as the backbone of Austroads providing efficient and effective support to enable Austroads to provide authoritative, high-quality, practical and impartial advice, information, tools and services to members and the transport community.

### Position Purpose

The HR Team is responsible for implementing the HR strategy and activities for Austroads. The Human Resources Administrator works with the Human Resources Manager and Human Resources Officer, to provide quality people services to Austroads and its staff, across the entire employee lifecycle.

### Major Responsibilities/ Accountabilities

The role is responsible for:

- Preparing HR documents including position descriptions, employment contracts, letters and HR files.
- The administration of HR processes including recruitment, performance appraisals and remuneration reviews.
- Overseeing and managing the processes which enable onboarding, offboarding and cross-boarding of Austroads employees and contractors.
- Coordinating inductions for new starters, including management of induction meetings, office tours, and necessary documentation.
- Ensuring all HR activities are conducted professionally and that all employees are treated with dignity and respect in adherence to the Austroads values.
- Assisting with providing guidance to all staff regarding HR policies and procedures.
- Maintaining employment records in Employment Hero.
- Assisting with administration and booking of training activities.
- Providing other administrative assistance to the Corporate Services team, and the wider Austroads group as required.
- Contributing to continuous improvement, identifying ways to enhance value for our members and the public.
- Maintaining and adherence to Quality Systems processes and procedures associated with the role.
- Other duties as directed.

### Key stakeholder interfaces

#### Internal

- CFO & GM of Corporate Services
- Human Resources Manager
- Human Resources Officer
- Corporate Services Group
- All GMs and managers
- All Staff

#### External

- Employment candidates
- Visitors

- Suppliers
- Contractors
- Industry Experts
- Government Bodies and Agencies

## The Person

### Qualifications, knowledge, and experience

The Human Resources Administrator will possess:

- Highly developed written and verbal communication skills.
- Demonstrated experience preparing high quality communications, with an eye for detail and accuracy.
- Highly proficient in the use of Microsoft Office applications including but not limited to Word, Excel, PowerPoint and Outlook.
- Experience in developing and maintaining efficient administration procedures.
- Well organised with an ability to manage multiple projects, deadlines and competing priorities.
- Exceptional interpersonal and problem-solving skills.
- Ability to handle tasks with a high degree of confidentiality, reliability, discretion and flexibility.
- Studies in HR/ER, business or a related discipline, would be an advantage.
- Experience using Employment Hero is preferable.

### Personal qualities

The incumbent will need to present a professional image and build a strong relationships across the enterprise. Specifically, the role requires:

- A service focused approach.
- Self-management and personal leadership.
- Sound judgement and problem-solving ability.
- Strong networking and teamworking skills.
- Strong attention to detail.
- Commitment to ongoing professional development and learning.
- Professional ethics and integrity.
- Comfort working in an environment which is constantly evolving.

### Capability Profile

Critical Thinking and Problem Solving	Objectively analyses and evaluates available data, points of view, needs of stakeholders and potential solutions, before recommending relevant actions or decisions	Intermediate
Data Literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision making processes	Foundation
Stakeholder Management	Identifies stakeholders impacted by decisions. Takes steps to keep interested parties engaged while managing expectations on outcomes.	Intermediate

Knowledge Management	Establishes mechanisms to record and share knowledge and experience to enable the retention and expansion of corporate knowledge.	Intermediate
Communicating with Impact	Uses various communication media to convey information, ideas and insights in ways that maximizes understanding of key messages. Possesses good written and verbal communication skills.	Intermediate
Influence/ Negotiate/ Persuade	Gains consensus and commitment from others to promote the organization's agenda and plans. Works proactively to anticipate and resolve issues and conflicts.	Foundation
Working Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation	Intermediate
Leads Change Strategically	Thinks critically and acts on the broader purpose of the system with optimism, in an environment of complexity and ambiguity.	Foundation
Drive Accountability and Outcomes	Is proactive and responsible for own actions to ensure desired organisational objectives are achieved.	Intermediate