



Position Description	Human Resources Administrator	Monitoring Process
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Position Summary	<p>The Human Resources Administrator is responsible for the effective and efficient administration of Human Resources tasks associated with the delivery of a professional and confidential HR service to the executive and staff within Cooida.</p>	
Qualifications & Experience Required	<ul style="list-style-type: none"> • Previous experience in a similar role with a strong recruitment and HR administration focus. • Sound administrative and computer skills. Proficient with Microsoft Word and Excel. • Motivated with ability to use own initiative. • Able to work independently and as a member of a team. • Experience in Human Resources and Industrial Relations. • Excellent presentation and communication skills. • Experience in residential care for elderly people including those living with Dementia desirable. • Superior organisational skills with a high degree of drive, initiative, keen to pursue outcomes and the capacity to deal with multiple and sometimes conflicting priorities. • Proven analytical and problem solving skills coupled with strong attention to detail and data accuracy. • Ability to work autonomously, with minimal supervision. Well developed communication, negotiation and interpersonal skills for liaising with staff of all levels. • Experience in developing professional correspondence. • Self-motivated, creative and passionate approach. • Adaptability and flexible to accommodate change and provide responsive services to meet consumers' needs. • The ability to display sound and accurate judgement treat people with respect, work with integrity, respecting confidentially and 	



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	<p>approaching others in a diplomatic and tactful manner.</p> <ul style="list-style-type: none"> • Understanding of the requirements of Occupational Health and Safety in an aged care facility. • Display a high level of emotional intelligence, interacting with staff, families and visitors in a sensitive, clear, compassionate and understanding manner. • Have a current clear Police Check. 	
Hours of Duty	Not less than 60 hours per fortnight	
Conditions of Employment / Award Classification	Cooinda Village Aged Care Enterprise Agreement 2019	
Performance Appraisal	Initial review at 3 months, there after annual or earlier as required	
Authority for Appointment	Chief Executive Officer	
Reports and is accountable to	Chief Executive Officer	
Key Results Required	<p>Monitor employment legislation to ensure alignment with policy, practice and documentation and revise as required.</p> <ul style="list-style-type: none"> •Have a thorough knowledge of Cooinda’s EBA as well as assisting in developing future Enterprise Bargaining Agreements to ensure outcomes positively contribute to Cooinda. •Administer Cooinda’s performance appraisal and planning process to ensure its effectiveness to both staff and managers. •Liase with external HR consultants for specialist advice when required. •Provide understanding to the CEO on the requirements of the 	



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	<p>organisations Employee Assistance Program (EAP).</p> <ul style="list-style-type: none">• Ensure development and accurate reporting of Cooinda's policies, procedures and Agreements in responding to employee queries to ensure adequate and correct advice is provided to managers and staff.• Support the CEO and executive with staff discipline issues, following documented policies and procedures to ensure a positive outcome for both Cooinda and the staff member. This will include documentation of the process taken, development plan initiated and follow up undertaken.• In consultation with relevant executives, support recruitment end to end, including position descriptions, position advertising, interview panel, reference checks and new staff induction• Industrial Relations/Employee Relations management and counsel• Participate as a member of Cooinda Committees and teams to support the implementation and management of corporate initiatives and continuous improvement activities.	



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Statement of Accountability	<p>Recruitment</p> <ul style="list-style-type: none"> • Undertake recruitment and selection processes for all staff within agreed time frames including: • Providing recruitment advice and support to executive, researching salary and relevant job related information and comparable roles in the Aged Care sector • Draft and place advertisements for recruitment including e-recruitment hiring across databases • Coordinate interviews and participate as an interview panel member as required • Conduct reference checks as required • Process and notify successful and unsuccessful candidates • Assist line executives in the development and maintenance of position descriptions and associated interview guides <p>Human Resources</p> <ul style="list-style-type: none"> • Prepare employee related correspondence including but not limited to contracts of employment, appointment letters and change of employment contracts • Ensure national police checks for new and existing employees are lodged in a timely manner • Oversee register and data base to actively manage employees registrations, police checks and qualification • Assist as required in the maintenance of data bases to manage HR information • Manage the exit interview process, including liaising with departing employees to ensure exit interviews and questionnaires are conducted, data is captured and analysed and reported as required. • Coordinate the contract renewal process as required • Contribute to the development; implementation and monitoring of policies and procedures based on relevant legislation and contemporary HR 	
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	<p>practices, which provide an effective, consistent and timely delivery of HR services to Cooinda.</p> <ul style="list-style-type: none"> •Maintain various HR Key performance Indicators and participate in Cooinda’s Quality and Audit programs. •Keep up to date with contemporary HR and Industrial Relations issues and changing legislative requirements. <p>Organisational Culture Work with senior staff to promote and develop a culture within Cooinda that reflects the organisational values and care principles.</p> <ul style="list-style-type: none"> •Work within and activity promote Cooinda’s Mission Vision and Values •Work to ensure all staff feel valued and an important member of the team •Encourage staff to commit to a continuous journey of lifelong learning •Work with other staff to create an environment of ensuing laughter, positive energy and fun whilst striving for excellence •Encourage innovative thinking •Work to ensure positive, professional and ethical standards of behaviour and absolute integrity within the Cooinda team. <p>Occupational Health and Safety Administer all Workover claim and return to work Programs Assist in overseeing Oversee the OH&S program in conjunction with the Chief Executiveand the Executive Manager – Clinical Care.</p> <ul style="list-style-type: none"> •Ensure staff undertake their work in a manner that is not harmful to their health and safety and the health and safety of others including residents •Work with the management team to ensure staff comply with Cooinda’s OH&S requirements particularly manual handling, infection control, food safety and personal protection equipment requirements. •Work with staff who are affected by work related persona injury or illness including the development and implementation of a back to work plan as required. 	
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	<p>Staff Education With the Clinical Care Representative to plan, monitor and organise the education calendar for staff including the requirement of the annual education update.</p>	
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Employee Signature: _____

Date: _____

Developed February 2017