

Position Description

Position Identification			
Position Title:	HR Officer		
HRIS Position Number:		Effective Date:	February 2025
Location:	Holstep Health locations		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Leader Group:	Not applicable		
Agreement/Classification <small>*For HR use only</small>	Holstep Health Enterprise Agreement 2024-2027 <ul style="list-style-type: none"> Management and Admin Officer Grade 2 		
Organisational Context			
Divisional:	Corporate Services		
People Leader:	HR Lead		
Program:	People and Culture	Unit: HR Operations	
Position Summary			
<p>Reporting to the HR Team Leader for Operations, the HR Officer is responsible for providing accurate and timely advice and support. This position focuses on key aspects of HR including generalist HR Officer Support, legislative reporting and supporting the HR Administrative function.</p> <p>In addition, there will be the opportunity to work on a range of HR projects and initiatives designed to build on organisational capacity as an 'Employer of Choice'.</p>			
Position Accountabilities			
Responsibilities	<p>HR Officer</p> <ul style="list-style-type: none"> Respond to the HR Inbox queries, offering comprehensive, sound advice and directives to the business, in alignment with industrial instruments, policy and standard practice. Provide advice on position classification, advertising content and options for publication in consultation with HR TL and HR Manager. Administration of HR systems and process, as required. In conjunction with the HR Team provide advice on the interpretation of HR Frameworks and employee relations issues to employees and management. Provide timely day to day HR advice and support on recruitment, HRIS, administration and any HR Operations project in consultation with the HR Team Lead. Coordinate performance review process and support the annual remuneration process Maintain HRIS and troubleshoot system errors where required Support the P&C Leadership team with design and implementation of key P&C projects Ensure the organisation is compliant and has a sound understanding of the legislation, policies, processes and authorities Coordinate and prepare administrative tasks that result from IR/ER VHIA meetings. Assist with the administration of Occupational Health & Safety wellness plans and other administrative OHS duties as required. <p>HR Reporting</p> <ul style="list-style-type: none"> Produce accurate HR legislative data reports as required 		



Position Description

	<ul style="list-style-type: none"> Assists with administration of quarterly reports on behalf of People and Culture Team Actively work with Finance and Payroll to ensure auditing processes are met <p>Other Duties</p> <ul style="list-style-type: none"> Ensure compliance with all relevant legislation, funding guidelines, industrial agreements, service standards and contractual obligations Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. Undertake any reasonable additional tasks as directed by Holstep Health. Provide periodic support for other members of the P&C team in their absence, as required
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with OHS Frameworks. The incumbent must champion continuous improvement of OHS practices. <p>Physical Inherent Requirements (PIR)</p> <ul style="list-style-type: none"> Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes Sound upper limb joints, with the ability to withstand repetitive upper limb activity May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> Assessing, monitoring and reviewing emerging risks Identify and analyse risk against the corporate risk appetite – understand where major areas of risk exist and ensure level of acceptable risk exposure according to corporate risk appetite Supporting risk management framework across Holstep Health. Understand and implement accreditation standards that apply to team and organisation Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them. <p><i>Holstep Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the LGBTIQ+ community and those living with a disability to join our workforce.</i></p>

Position Description

Capabilities	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Holstep Health's Capability Matrix.
Key selection criteria	
Essential	<ul style="list-style-type: none"> • Tertiary qualifications in HR or a related discipline, or equivalent experience. • Understanding of HR/IR advisory role and a sound knowledge of contemporary HR practices. • Advanced data analysis and reporting experience and knowledge, preferably within workforce / people data. • Strong attention to detail in data analysis and interpretation. • Ability to establish productive working relationships both internally and externally. • Demonstrated experience in working fast-paced environment and as part of a small close-knit HR team with the ability to undertake all facets of HR duties. • Understanding of and the ability to manage HR Reporting metrics. • Excellent oral and written communication skills along with the ability to positively influence outcomes. • Intermediate-Advanced MS Office and HRIS skills. • Solid understanding of Industrial/Payroll legislation and processes. • Ability to interpret awards, industrial agreements and relevant legislation. • Ability to handle confidential information in a sensitive manner.
Desirable	<ul style="list-style-type: none"> • OHS Administrative experience. • Understanding of end-to-end payroll processing • Knowledge and experience of the health or community services industry; • Experience in working with ELMO or other similar HRIS;
Checks, Licences and Registration	<ul style="list-style-type: none"> • National Police check • International Police check, if required • Statutory declaration • Immunisation category C • Right to work in Australia • Drivers Licence