

POSITION DESCRIPTION

Job Title:	HR Administration Assistant	Position No:	HRADM
Job Type	Permanent Part Time	Classification:	AO
Location	Darwin, Northern Territory		
Responsible to:	HR Specialist	Reports to:	HRSPEC

Position Summary

Provide confidential and professional administrative assistance to the HR team on a diverse range of human resources topics including coordination of training programs, uniform distribution, recruitment support, payroll processing & data maintenance in our HR Information Systems.

HR Administrative Support

- Provide day to day administration support the HR team as required
- Support the processing of fortnightly & monthly payroll and assist with data maintenance within the business' human resource information systems (HRIS).
- Provide recruitment support to the HR team & line managers in all aspects of the recruitment process
- Support managers with the on-boarding of new employees including coordination of induction processes, and ensuring probation review are completed on time
- Manage the uniform ordering & distribution process
- Manage the Employee Service Awards process
- Coordinate Employee wellbeing and benefits programs & partnerships
- Work in collaboration with the HR Specialist to support HRIS system improvements and implementations.
- Undertake various other HR duties in the absence of the HR Specialist
- Coordinate HR filing & archiving processes as necessary
- Provide Reception relief as required
- Other duties as directed by your manager from time to time.

Learning & Development

- Coordinate the Learning and Development program within Darwin Port to facilitate and support the training requirements of all staff.
- Capture training data & ensure accurate data maintenance within the business' HRIS, to ensure accurate employee records for the requirements of audit and accreditation
- Coordination of bookings and confirmations of all training related travel

Qualifications

- Certificate III in Business and/or HR experience
- Knowledge of legislation and compliance requirements for human resources, taxation, superannuation, payroll systems
- Current NT Drivers licence
- Current MSIC or ability to obtain

Experience

- 3 years' experience in a HR administration or similar support role
- Experience in payroll processing using HRIS software (ideally Chris21)
- Intermediate/Advanced skill level in Microsoft Word, Excel and PowerPoint.

Skills

- Excellent administrative, organisational, problem solving and administrative skills, with attention to detail with a high-level of verbal and written communication skills
- High level of self-management including ability to work with minimum supervision, use initiative and display sound professional ethics of confidentiality and discretion.
- Positive, reliable, highly motivated, proactive and strong work ethic and ability to work both individually and as part of a team
- Ability to apply safe work practices in performing your duties and responsibilities

Compliance

We expect you to:

- To carry out your position in alignment with the Darwin Port Values: **Ethical & Transparent Conduct, Respect for Employee, Responsible Safety, Security & Environmental Practices, Relationship with Stakeholders**
- Comply with and actively support all relevant Darwin Port Policies and Standard Operating Procedures.
- Ensure all activities undertaken as an employee comply with relevant Acts, legal demands, and the Values of the organisation