

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: HUMAN RESOURCES ADMINISTRATOR/PAYROLL OFFICER

Award/Agreement:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 – 2022
Classification:	Grade 3 – current rate \$36.58
Site:	This position is primarily based at the Central and Kangaroo Flat sites, however may be required to work from any BCHS site as negotiated.
Hours per fortnight:	0.8 EFT – 60.8 hours per fortnight Working days will be Monday, Tuesday, Thursday and Friday each week.
Tenure:	Fixed Term – 12 months
Position description developed:	February 2020
Responsible to:	Team Manager – Risk and Quality

We want (Vision)

Better Health and wellbeing across generations.

We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

We strive for (Values)

- **Integrity**
We are authentic and accountable and we honour our obligations.
- **Respect**
We build respectful relationships through trust, empathy and collaboration.
- **Inclusion**
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our Strategic pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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Position Role

The role of the position is to provide contemporary human resource advice to managers and employees including but not limited to:

- Interpretation of Awards and Employment Agreements, HR reporting, professional development, coordination of the annual review, recruitment and end to end payroll processing for approximately 240 employees.
- The position will provide professional support to the Team Manager – Risk and Quality and assist the team in the achievement of best practice HR outcomes.

Position Responsibilities

The responsibilities of the position are to:

- Prepare and process Bendigo Community Health Services' payroll, including Family Day Care, utilising computerised payroll systems.
- Ensure all Award/Employment Agreements and indexation adjustments are promptly incorporated into the computerised payroll system.
- Ensure the accurate payment of employees in accordance with appropriate Awards/Agreements and within the relevant timelines.
- Preparation and provision of payroll reports.
- Assist with the coordination of the Health and Safety Committee.
- Assist with the recruitment, onboarding, performance management, training systems and project work.
- Provide timely HR advice and support to managers and employees in recruitment, employee relations, performance management, remuneration and benefits, conflict resolution and diversity escalating issues to the Team Manager as required.
- Assist the Team Manager to ensure BCHS is compliant and has a sound understanding of the concepts, tools, processes and authorities that support recruitment, employee management, remuneration, recognition and reward and employment contracts.
- Assist the Team Manager in the investigation and resolution of escalated grievances and performance issues as required.
- Provide advice on the interpretation of employment contracts, Awards/Employment Agreements and legislation.
- Assist with the development, implementation and maintenance of HR policies and procedures.
- Support the timely execution of HR programs ie. annual performance reviews.
- Maintain knowledge on emerging trends, issues or challenges.
- Attend and represent BCHS at meetings and on committees with key stakeholders.

The Role of the Team

Provision of a range of human resources services to the Bendigo Community Health Services executive, managers and employees. The primary responsibility of the team is to provide a whole or organisational approach in a contemporary, responsive and professional manner whilst assisting individuals and managers with the appropriate advice and support.

Key Selection Criteria

Essential

1. A tertiary qualification or (at least 3 years) experience in human resources or a related discipline.
2. Extensive experience in processing payroll from end to end utilising a computerised payroll system.
3. Experience in interpreting Awards/Employment Agreements in the health or community services industry.

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4. Skills in managing time, setting priorities, planning and organising own work to achieve specific and set objectives efficiently despite conflicting pressures.
5. Ability to work pragmatically and with a high level of independence within a complex and challenging industrial environment.
6. Excellent oral and written communication skills along with the proven ability to positively influence situations through effective mediation, facilitation and negotiation.
7. Intermediate to advanced knowledge of Microsoft Office.
8. Understanding of and demonstrated ability to implement confidentiality regarding records and information.

Desirable

1. Experience in working with ADP Payforce National & relevant systems.
2. Current driver's licence.

Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of three (3) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

Employee Review and Development (SRD)

Each BCHS employee is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

Self-Management

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

Communication and Team Work

High level communication and interpersonal engagement that contributes to productive and collegial relationships between employees and with consumers

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

Administration and Documentation

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

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Learning

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

Position Performance

Demonstrate achievement of negotiated performance indicators specific to your position.

- Ensure the provision of accurate and timely payroll services.
- Provision of strategic and operational HR reports as required.
- Development of positive working relationships with managers and employees.
- Demonstrate positive outcomes for consumers through HR initiatives.

Diversity and Culture

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

Other Essential Requirements

Employees will

- Complete a satisfactory Police Check **BEFORE** employment is confirmed, the Police Check will be initiated by BCHS at the expense of the employee.
- Complete the Disability Worker Exclusion Scheme Employment Screening Check **BEFORE** employment is confirmed.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS' policies and procedures.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that **"Quality is everyone's business, safety is my responsibility"**

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.