



POSITION DESCRIPTION

Position Title: HR Administration

Department: People and Culture

New Position

Date: 16/09/2016

Change to Existing Position

Reports to (position):

GM People and Culture

Positions that report to this position:

Nil

Name of present incumbent (if applicable):

PRIMARY PURPOSE OF ROLE:

The HR Administrator role is to provide effective administration support to the GM People and Culture in all areas of human resources, the successful incumbent will assist in the development and delivery of the appropriate HR solutions for GRV's needs. This includes, but is not limited to assisting in the ongoing maintenance of the GRV Intranet, and the co-ordination of the selected recruitment and training processes, including WHS administration.

SCOPE:

Greyhound Racing Victoria (GRV) regulates and promotes greyhound racing at the State level with animal welfare and integrity as its key priorities.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world's most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria.

The HR Administrator role will provide enthusiastic, reliable assistance and efficient support to the People and Culture Department and to other departments across the organization. The role is accountable for the provision of support for all aspects of Human Resources.

FREEDOM TO ACT / DECISION MAKING:

Nil

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
HR Reporting	<ul style="list-style-type: none"> Review and analyse metrics to apprise business decisions and contribute to the measurement of HR initiatives Maintain workforce and another HR Metrics and related reporting requirements Design, development and the ongoing management of a monthly HR Dashboard Work within the business rhythms ensuring excellence in Human Resource reporting Execute standard reports and design and the development of ad-hoc reports to a high standard with ranging complexity Operate a range of computer based applications, including word processing, spreadsheet and database software. Execute standard reports and design Design and the development, including the ongoing management of a monthly HR dashboard. Maintain Workforce and another HR metrics 	<ul style="list-style-type: none"> Data Accuracy
Recruitment/On boarding	<ul style="list-style-type: none"> Assist HR team and Recruitment Manager to ensure a smooth on-boarding process of all GRV employees Assist the HR Team with ad-hoc administration and recruitment tasks Assist and support pre-employment processes, including reference and police checks when required Ensure appropriate employment documentation is received and processes in a timely manner 	<ul style="list-style-type: none"> Police checks conducted before employee commences Reference checking completed Compliance documentation
Compliance	<ul style="list-style-type: none"> Compliance documentation received and the maintenance of the Compliance Register (on-boarding/changes) Co-ordinate the collection of documentation for the annual GRV Compliance/Policy Review 	<ul style="list-style-type: none"> Compliance documentation received and recorded Training booked in a timely manner
HR Administration	<ul style="list-style-type: none"> Provide general assistance to the GM People and Culture in the implementation of HR programs as required Monitors and maintains the GRV policy register Assist with Contracts, letter of offer and employee variations Develop work instructions for HR activities Assist with on-boarding (processing employment paperwork) & off boarding processes (i.e. exit interviews) Documentation Management, maintaining employee records, position descriptions, organisation charts Participate in HR Projects and initiatives Contribute to a cohesive team environment by sharing information, supporting and assisting in a proactive manner to meet goals and deadlines. Assist to implement organisational changes in revised position descriptions, classification structures and or technological changes. 	<ul style="list-style-type: none"> Study approval register Accurate documentation
Human Resources Information Systems	<ul style="list-style-type: none"> Assists with the implementation of the GRV HRIS Enters data and maintains the HRIS 	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Club Managers	CEO
Vecci	GRV General Managers
Department of Justice	All staff at GRV
Work care Insurer CGU	

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Year 12 or equivalent	Relevant tertiary qualification in HR
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Excellent written and verbal communication	Understanding of Awards and Enterprise Agreements
Good organisational and problem solving	
Teamwork - collaboration	
Time management skills	
High level of data entry skills and good working knowledge of Microsoft products	
Customer service orientation	
Understanding of confidentiality issues	
Working knowledge of WHS	
ATTRIBUTES <i>required to ensure satisfactory performance and cultural fit</i>	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to Multi-task
Integrity	Self-Motivated
Impartiality	Lateral thinker

Accountability	
Respect	
Leadership	
Human Rights	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions of employment are per the current GRV ‘Employee Enterprise Agreement’ • The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees. • All employment at GRV is subject to a satisfactory police check prior to commencement • All employees at GRV are required to have the right to work in Australia. • All employees are required to comply with WHS statutory obligations. • GRV is an EEO employer.

SIGNATURE: _____ DATE: __/__/__

NAME: _____