

Position description



Position title:	Human Resources Administrator
Employer:	Baker Heart and Diabetes Institute
Team:	HR
Supervisor/Manager:	Senior HR Partner
Date:	May 2024

Background

The Baker Heart and Diabetes Institute is an independent, internationally-renowned medical research facility, with a history spanning more than 98 years. The Institute's work extends from the laboratory to wide-scale community studies with a focus on diagnosis, prevention and treatment of diabetes and cardiovascular disease.

The Baker Institute is the nation's first multi-disciplinary organisation tackling the deadly trio of obesity, diabetes and cardiovascular disease through research, education and patient care.

Team

The HR team is integral to supporting the research agenda that forms the Baker Institute's mission. We provide customer focused services across the full gamut of the HR spectrum to the Baker Institute and AMREP AS (a Baker subsidiary).

Nature of environment

The Baker Institute has a project-oriented environment, encompassing a local and multi-site (including interstate) organisational structure. The staff comprise mainly research, scientific and specialist clinical personnel engaged in the capacity of permanent, grant specific and casual employment. The atmosphere is collegial, usually relaxed and informal though busy and often dynamic with frequent deadlines that must be met

Key job requirements, responsibilities and duties

The HR team is integral to supporting the research agenda that forms the Baker Institute's mission. This role is designed to support the Senior HR Partner provide high-level customer focused service to a key client group.

The role also provides an ideal opportunity for the HR Administrator to develop their knowledge and skills with the support and mentorship of the Senior HR Partner.

Coordination of HR inductions

- Coordinate HR inductions for new staff and unpaid people, liaising with the OHS team and other internal/external stakeholders, as required.
- Run weekly HR tour alternating with the other HR Coordinators.
- In conjunction with the other members of the HR team, coordinate and run the full monthly Induction.

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Coordination of unpaid people

- Administration related to volunteers, placement students, collaborators, visiting scientists, honorary appointees and other unpaid people at the Baker Institute, including issuing and processing induction paperwork, adding to Tech One and Employment Hero and terminations.
- Ensure volunteer and other placements operate within the Baker Institute guidelines.

Students

- Liaise with Student Administrator on all student appointments.
- Gather all relevant student scholarship information and input student into Tech One database and process payroll data, as required.
- Participate in and provide HR advice to the Research Training Executive Committee (RTEC) and undertake tasks, as required.
- Provide advice to Lab Heads regarding specific student payments and appointments.
- Advertise scholarships via the Baker Institute internet/intranet and process applications.
- Assist with student web page design and content.
- Assist RTEC with the annual post graduate student open night.

Coordination of high school work experience program

- Liaise with potential work experience students, schools and Baker Institute staff to coordinate the high school work experience program. Ensure all relevant paperwork and internal processes are completed.

Administration relating to Human Resources team

- Under the direction of the Senior HR Partner and General Manager, HR, write employee contracts.
- Entering new staff members' details into Tech One and Employment Hero databases and process payroll data, as required.
- Liaise with Managers regarding new employee probation periods.
- Coordinate Affiliate Appointments for staff, visitors and students and ensure they have signed the relevant policies.
- Prepare agendas for HR Team meetings.
- Manage car parking allocations and liaise with car parking providers regarding requirements and payments.
- Liaise with novated lease providers and administer novated leasing documentation, as required.
- Process paperwork to necessitate timely payment of invoices.
- Manage monthly salary packaging appointments.
- Coordinate the regular updating of the Baker Institute Intranet.
- Assist with maintenance of the HR intranet site.

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- Manage stationery orders for the HR team with costs being approved by the General Manager Human Resources (or delegate) prior to submission of order.
- Provide reception support on an ad hoc basis, as required.
- Collect and distribute HR team members' mail.
- Be the central point of contact for general HR enquiries.
- Assist the HR team in the creation of document templates.
- Proactive attendance at team meetings and attendance at all relevant seminars and staff meetings.

Payroll

- Providing a wide range of administrative/payroll services such as payroll and salary administration, superannuation, leave entitlements, records management and customer advisory services.
- Providing accurate interpretation of legislation, the AMREP AS and Baker Institute Enterprise Agreement as well as Baker Institute policies and procedures.
- Delivering accurate and professional advice and interpretation in a timely and customer service focused manner to the AMREP AS and the Baker Institute, including the provision of appropriate solutions to payroll issues and problems.
- Paying, disbursing, checking and ensuring that reconciliation procedures are in place and undertaken in a timely manner.
- Applying salaries, allowances, entitlements and general conditions of service in accordance with advice from the wider Human Resources team.

Project

- Undertake a key HR project in conjunction with guidance from the Senior HR Partner/General Manager HR.

Records management

- Keep up to date with all Payroll and HR filing ensuring all information is kept confidential.
- Develop new filing systems, where appropriate to ensure information is always easily accessible to the HR team.
- Maintain HR archiving systems.
- Maintain accurate records related to the distribution of ID cards.

Administrative support for the General Manager, Human Resources and Senior HR Partner

- Various tasks and projects as delegated by the General Manager Human Resources (or delegate).
- Manage HR credit card reconciliation.
- Minute taker at the Enterprise Agreement Consultative Committee meetings.

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This role may be directed to perform other duties as directed by the manager/supervisor from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

Meet statutory requirements of the Institute

Employees of the Baker Institute must comply with and maintain up to date and accurate knowledge in:

- OHS legislation
- EEO legislation
- Privacy legislation
- Confidential Information Policy
- Baker Heart and Diabetes Institute Code of Conduct
- Baker Heart and Diabetes Institute Values
- Australian Code for the Responsible Conduct of Research
- Baker Heart and Diabetes Institute Intellectual Property Agreement.

Problem solving complexity

- Solve problems through the standard application of theoretical principles and techniques.
- Apply technical training and experience to solve problems.
- Apply training and knowledge to solve non-standard problems.
- Identify appropriate opportunities for innovation.
- Proactive in supporting change.

Requirements of position holder

Education level

- Working towards or completion of a degree or higher relevant qualification, with significant relevant work experience; or
- Experience in a broadly focused HR position; or
- An equivalent combination of relevant experience and/or education/training.

Experience

- Experience in Human Resources Administration.
- Experience in Payroll Administration, including knowledge of relevant legislation and procedures in relation to payroll processing, desirable but not essential as training will be provided.

Organisational knowledge

- Perform tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques as well as those which are directly related.

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Understand how own area interacts with other related functions and take appropriate actions as a result. Undertake reviews, risk assessments, quality initiatives or other like activity within specific areas of expertise.

Relationship management

- Actively demonstrate a customer centric approach.
- Build effective relationships across the Institute.

Communication/interpersonal skills

- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Excellent oral and written communication skills.
- Demonstrated ability to participate positively in a team.

Knowledge

- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities.

Abilities

- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.
- Proven ability to work as a member of a team as well as autonomously without close supervision.
- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.

Summary of the position

This position will ensure the delivery of efficient Human Resources and Payroll administration services to a key client group in conjunction with, and in support of, the Senior HR Partner and other members of the HR team. This position will require an experienced HR Administrator wanting to develop their HR and skills across a wide range of HR activities.

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position which the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

Position Description

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).