

POSITION DESCRIPTION

NAME:	JOB TITLE: HR Administrator (part-time 0.4 FTE)
PRIMARY JOB PURPOSE:	
To process and maintain employment related administration and documents for the organisation. Provide administrative support to the HR Manager and Payroll Officer, as required.	
REPORTS TO: (Performance reviewed by):	JOBS REPORTING TO THIS POSITION:
Human Resources Manager	Nil
ACCOUNTABILITIES: Key areas of responsibility	
<p>This role will prepare employment contracts and related documents as well as coordinate their approval process, respond to HR queries assigned to the role, and assist with administrative compliance. .</p> <p>Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney.</p> <p>NeuRA has ~225 employees (staff, students, conjoint appointments etc.), and uses iCHRIS as its HR IT System for these employees.</p> <p>The position of HR Administrator will have responsibility for the following duties:</p> <p>Setting up new employees: Contracts and NeuRA's HRIS</p> <ul style="list-style-type: none">- Coordinate the compilation of the necessary supporting documentation for contract approvals e.g. proof of right to work in Australia, CVs, employee details, account code(s), etc.- Coordinate the compilation of the Research Authorisation Form (RAF) spreadsheet which confirms there is sufficient funds for the appointment etc.- Draft contracts based off the HR ticket system and RAF information provided by the group leader requesting the appointment.- Ensure the accuracy of the RAF and the contracts prior to seeking COO approval.- Send the contract once finalised and approved by the COO and group leader to the prospective employee, along with the new starter required employee forms.- Work with the HR Manager and COO to improve the process of contract requests and approvals and maintain our agreed key service indicators and timelines.- Organise for IT to provide new employee ID codes, and arrange for email/NeuRA IT access.- Set up new employee ID swipe cards for building security access as appropriate to the role.- Enter employee details for new staff into iCHRIS e.g. staff ID, position, roster information, personal details, bank account information etc. and provide the appointment details to Payroll to finalise set up of paid employees.- Providing the general staff induction information, ensuring group leaders have prepared role specific inductions.- Where approved, arrange with the Facilities, Engineering and Building Services(FEBS) team for parking and with IT team for mobile phone accounts.- Provide additional information and answer staff queries in relation to NeuRA's Salary Packaging options.- Liaise with Payroll early if the new employee start date is within 5 days of payroll (the 15th of each month) and ensure the new employee is set up in time to incorporate them into the payment run for that month. Prepare and provide weekly reports in relation to new employees.	

Changes to employment: Contract variations and NeuRA's HRIS

- Enter the final date of employment into the HRIS and advise Payroll of resignations and terminations.
- Assist with the termination/ exit administration process as required.
- Obtain the necessary documentation and approvals for contractual changes for employees and PhD students e.g.:
 - o Changes to grants fixed/maximum term employees are paid from.
 - o Changes from casual to part-time/full-time employment.
 - o Changes from PhD student to casual/part-time/full-time employment.
 - o Changes to hours of employment.
- Prepare letters of variation for approved changes to employment contracts.
- Ensure annual leave accruals for hour reductions are managed and accruals do not go over the maximum permitted accrual.
- Prepare and provide monthly reports on employee condition changes.
- Work closely and collaboratively with members of the Finance, IT, Administration and Compliance teams and the HR Manager and COO.

Other

Other HR duties as required from time to time which, as time permits, may include but is not limited to:

- Process HR Tickets assigned to you in a timely manner.
- Respond to staff queries in a timely manner and maintain a service driven professional approach in all communications
- Provide information for auditors as required from time to time.
- Provide backup and support to the HR team as required.
- Other duties as required from time to time by the HR Manager or COO.

CORE COMPETENCIES/REQUIREMENTS / EXPERIENCE:

- **Role experience**
 - Experience in a HR administrative role in an academic environment is an advantage.
 - Experience in coordinating contract approvals.
- **Software experience**
 - Adept Excel capability, at a proficient or expert level is an advantage.
 - Preference for experience with iCHRIS (Frontier software) for payroll.
- **Other**
 - High level of attention to detail and the ability to produce high quality work to tight deadlines.
 - Personable, and service oriented
 - Excellent communication skills both written and oral
 - Organised and ability to self-manage duties.
 - Able to work as part of a team and support the organisation.
 - Flexible attitude.

HR TEAM

HR Manager – 1 FTE
HR Administrator – 0.4 FTE

KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:

External – Yet to be on-boarded employees, UNSW, Frontier (iCHRIS consultants).

Internal – HR, Finance department, COO, CEO, Foundation, Researchers, IT and Operations.

WHS RESPONSIBILITIES:

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

NeuRA CODE OF CONDUCT

It is a requirement that all employees within NeuRA are aware of and abide by the Code of Conduct, reflecting the values and standards of the organisation at all times.

ACCEPTANCE

I, accept the roles, responsibilities and deliverables outlined in this position description.

Signed: Date:.....

Supervisor Signature: Date:.....