

Position Description

Position Title:	HR Contracts Administrator	Employee Name:	TBD
Group:	HR	Level:	N/A
Status:	Part-time (25 hours per week)	Location:	Margarete Ainsworth Building, Randwick
Reports to:	HR Manager	Positions reporting to this role:	N/A

Neuroscience Research Australia (NeuRA)

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.

NeuRA's Objectives

"Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research."

NeuRA is committed to improving research quality. Our goals are to:

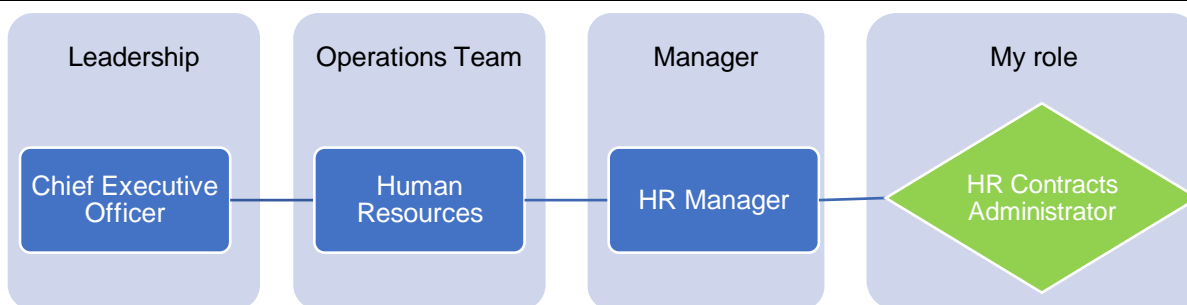
- Raise awareness
- Educate, Train & Foster
- Promote Openness
- Adopt Improvement

NeuRA's Values

Our values are the essence of our organisation – they are the principles that we live by and are at the core of everything we do. NeuRA's values are:

Impact. Collaboration. Respect. Excellence. Integrity. Innovation.

Organisational Structure



Accountabilities: Key areas of responsibility

NeuRA has ~225 staff (employees, honorary appointments, students and visitors), and uses iCHRIS as its Human Resources Information System for these employees.

This role will prepare employment contracts and related documents, coordinate the approval process, update the HRIS records, respond to queries assigned to the role, and assist with administrative compliance. Specifically, it will have responsibility for the following:

- Timely and accurate drafting and issuing of the employment contracts and amendment letters for new and existing employees, honorary appointments, students and visitors to NeuRA.
- Work with managers to commence contract preparation during the hiring/change process, compile supporting documentation including account code details, candidate resumes, proof of rights to work in Australia and personal details.

- Prepare and coordinate the Research Authorisation Form (RAF) ensuring sufficient funds for the appointment, for paid contracts/letters.
- Follow internal approval processes for new employment contracts and changes including group leader, hiring manager and Chief Operating Officer approval.
- Co-ordinate the onboarding process with candidates and new employees including issuing new employment agreements and onboarding documentation, requesting IT accounts, mobile phone allocation, building access and parking.
- Work with the HR Manager and COO to improve the process of issuing employment agreements, change letters, approvals, onboarding and maintaining our agreed key service indicators and timelines.
- Maintain accurate data in the iCHRIS HRIS, ensuring it is our once source of truth for employees, honorary appointments, students and visitors to NeuRA.
- Liaise with the Payroll Officer on new employees, changes to employment conditions and employee terminations, ensuring they have information to meet Payroll timelines.
- Provide staff with induction information, ensuring group leaders have prepared role specific inductions.
- Answer staff queries via the Jira HR ticket system.
- Prepare reports as required, including leave accruals and employee information for the COO, CEO, FRAAC and Board of Directors.
- Maintain strong relationships, and work collaboratively with, key stakeholders including payroll, finance, IT, administration and compliance.
- Work with auditors as required.
- Other duties in line with your skills and role as required from time to time by the HR Manager or COO.

Core Competencies / Requirements / Experience

Experience & Skills

Essential

- Experience in an HR administrative role, coordinating contract approvals environment required.
- Experience working with a HRIS.
- Experience in running a payroll system is ideal.
- Intermediate Excel capability.

Desired

- Working with iCHRIS (Frontier software) for payroll is advantageous.
- Within an academic environment would be advantageous.
- Experience streamlining complex detailed workflows.

Competencies

- High attention to detail, ability to produce highly accurate and quality work.
- Ability to work to tight deadlines.
- Personable and customer service oriented.
- Excellent written and oral communication skills.
- 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 Contracts Administrator – 0.71 FTE

Key Relationships and Interactions

Internal

HR, COO, CEO, Payroll, Finance, Foundation, Researchers, IT, Administration & Compliance.

External

Candidates, UNSW, Frontier (iCHRIS consultants).

Performance Reviews
All staff will undergo a Performance Review with their supervisor annually to ensure they are being supported to exceed in their role. This Position Description will be used to inform the Performance Review.
WHS Responsibilities
Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies Responsibilities of all workers: <ul style="list-style-type: none"> • Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017 • Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace • Attend and complete 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 managers and supervisors: <ul style="list-style-type: none"> • Managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace • Managers and supervisors 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.
Diversity
NeuRA is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices. NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.
Right to Work
You must have the right to live and work in Australia for the duration of your appointment at NeuRA.
Privacy Notification
The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the Privacy Act 1988.
Changes
Changes to this role description may be made from time to time to suit the requirements of the organisation.

ACCEPTANCE
I, NAME , have read, understood and accept the responsibilities and expectations outlined in this position description.
Signed: Date:.....
Supervisor Signature: Date:.....