

**POSITION DESCRIPTION**

<b>NAME:</b>	<b>JOB TITLE: Human Resources Administrator (Full Time On-Site)</b>
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**PRIMARY JOB PURPOSE:**

To process and maintain employment related administration and documents for the organisation. Provide administrative support to the Human Resources Manager and Payroll Officer, as required.

<b>REPORTS TO: (Performance reviewed by):</b>	<b>JOBS REPORTING TO THIS POSITION:</b>
Human Resources Manager	Nil

**ACCOUNTABILITIES: Key areas of responsibility**

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 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 Appointment 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.

#### HUMAN RESOURCES TEAM

Human Resources Manager – 1 FTE  
Human Resources Administrator – 1 FTE

#### KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:

External – Candidates, UNSW, Frontier (iCHRIS consultants).

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

#### 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 responsibilities outlined in this position description.

Signed: ..... Date:.....

Supervisor Signature: .....

Date:.....