

# Position Description



YWCA CANBERRA

Position Information	
Position	People & Capabilty Administration Officer
Date approved	June 2024
Program	Corporate Services
Reports to	People and Capability Director
Location	YWCA Canberra Central Office
Hours of work	30-38 hours per week
Salary	Grade 3 Level 1 YWCA Canberra Enterprise Agreement 2023-2027

General Conditions of Employment	
<ul style="list-style-type: none"><li>• YWCA Canberra Enterprise Agreement 2023-2027</li><li>• Appointment is subject to obtaining a satisfactory ACT Working with Vulnerable People registration and a satisfactory National Police Check at own cost.</li><li>• Appointment is subject to satisfactory working rights in Australia.</li><li>• Hold a current unrestricted drivers licence</li><li>• All YWCA Canberra policies and procedures will apply</li><li>• Subject to a 6-month probation period</li></ul>	

Position Statement	
<p>As the first point of contact, the purpose of the YWCA Canberra People and Capability Administration Officer (HR) is to provide comprehensive administrative and coordination support to the People and Capability Team and delivers best practice human resource services for stakeholders.</p>	

Responsibilities	
Duties	<p>Under supervision from the People and Capability Director, and working closely with the People and Capability Coordinator this role is a generalist administration support across the following processes:</p> <ul style="list-style-type: none"><li>• Assist hiring managers in the recruitment and appointment of staff including drafting letters of offer and employment contracts; Coordinating new starter documentation and onboarding through our HRIS Aurion</li><li>• Creation of personnel files and confidential document management.</li><li>• Liaising with new employees, managers and payroll throughout the onboarding process</li><li>• Processing and issuing of employee contract variations</li><li>• Maintain a range of electronic human resource documentation and standard processes in relation to letters of offer, visa sponsorship, contract variations, templates, conditions and</li></ul>

<b>Form:</b> PD –People & Capability Administration Officer	<b>Review Date:</b> December 2025
<b>Steward:</b> People and Capability	<b>Approved By:</b> Chief Executive Officer
<b>Version:</b> 1.0	<b>Updated on:</b> June 2024

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	<p>benefits, extended leave approvals, and employee separation offboarding.</p> <ul style="list-style-type: none"> <li>• Within Aurion HRMIS, assist the People and Capability Coordinator with recruitment and onboarding processes to ensure full utilisation of the system.</li> <li>• Provide support to the People and Capability team with diverse human resource administrative activities</li> <li>• Maintain compliance for all employee security requirements via Aurion HRMIS reporting and liaison with staff.</li> <li>• Manage and co-ordinate several email inboxes with external and internal stakeholders.</li> <li>• Other HR and corporate administrative duties as required including answering central phone line.</li> </ul>
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## Selection Criteria

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications in Human Resources (or working towards) will be highly regarded</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in HR administration or similar</li> <li>• Demonstrated ability to communicate (both verbal and written) and liaise effectively with a range of people, including senior managers, work colleagues, YWCA Canberra members, clients and key stakeholders.</li> <li>• Demonstrated ability to effectively use the full Microsoft suite of products</li> <li>• Ability to maintain accurate relevant records</li> <li>• Understanding of Work, Health and Safety and commitment to act in accordance with relevant workplace policies and procedures.</li> </ul>
<b>Capabilities and Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to work independently as well as in a team (self-motivated)</li> <li>• Excellent customer service skills and a commitment to maintaining a high standard of customer service.</li> <li>• Attention to detail and ability to maintain a high standard of confidentiality.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work within the philosophy of YWCA Canberra</li> <li>• Hold a current driver licence</li> <li>• A National Police check and a valid ACT Working with Vulnerable People Registration.</li> <li>• Australian Citizenship or suitable rights to work in Australia</li> </ul>

## Authorisation

<b>Acknowledgement by Incumbent</b>	Signature:		
	Name:	<b>Date</b>	Click here to enter a date.

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<b>Executive Director</b>	Signature:  Name:	<b>Date</b>	Click here to enter a date.
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