



1. Role Details	
<b>Job Title</b>	Senior Administration Officer
<b>Program</b>	Administrative Services
<b>Location</b>	Parkside, SA
<b>Salary</b>	\$77,538.24 - \$85,126.08 (range dependent on experience and qualifications). Classification under the SCHADS Award.
<b>Job Status</b>	Full Time
<b>Reports to</b>	Administrative Services Team Leader
2. Role Context	
<p>The Senior Administration Officer, reporting to the Administrative Services Team Leader and the Manager, plays a key role in providing comprehensive HR administrative support, managing employee records, ensuring compliance with employment clearances, and assisting with HR administrative processes. This position involves delivering efficient HR administration support to employees and managers, coordinating end-to-end recruitment processes including job postings, arranging interviews, induction, onboarding, and accurately processing and maintaining data, forms, and records in HR Management system, in line with organisational requirements. The role also includes supporting general administrative tasks, including answering and responding to incoming calls, emails and other inquiries and supporting team members as needed. In addition, you may be required to assist in other areas to support the delivery of administrative services as directed by the Team Leader or Manager.</p>	
3. Essential Criteria	
<p>The criteria for the Senior Administration Officer include a combination of skills, experience, and qualifications that are required to perform the duties of the role effectively. The criteria for this role includes:</p> <ul style="list-style-type: none"><li>• <b>Experience:</b> Proven experience in administration, ideally HR administration, with a minimum of 3 years of relevant experience in a similar or aligned role.</li><li>• <b>Knowledge:</b> Strong knowledge of HR administrative functions.</li><li>• <b>Communication:</b> Excellent written and verbal communication skills, including the ability to communicate with internal and external stakeholders effectively.</li></ul>	



- **Planning and Organisational Skills:** Strong planning and organisational skills to manage multiple projects simultaneously, prioritise tasks, and meet deadlines.
- **Flexibility:** Ability to adapt to changing circumstances and work under pressure to deliver results.
- **Strong computer literacy:** Proficient with MS Office Suite
- **Time Management:** Demonstrated experience of managing time effectively, and prioritising competing priorities
- **Attention to detail:** Proven experience in putting forward accurate work and picking up on discrepancies
- Ability to work independently and as part of collaborative and supportive team

In addition:

- Must hold a current South Australian driver's licence, be willing and able to drive a work vehicle.
- Must hold or be willing and able to obtain and keep: Child Safe Environments Training (Through Their Eyes), DHS Working with Children Check, Working with Vulnerable Person's Check and National Police Check.

#### 4. Desirable Characteristics

- Understanding and experience working with Employment Hero HR system
- Leadership skills with demonstrated experience of working independently, and proactively as part of a close-knit team
- Experience working in a Non-for-Profit or an Aboriginal Community Controlled Organisation
- Certificate in Business Administration, Human Resource Management or equivalent field
- Demonstrated knowledge, experience and understanding of working with Aboriginal and Torres Strait Islander families and communities.

#### 5. Roles and Responsibilities

##### HR Administration

- Lead and coordinate end-to-end recruitment processes including but not limited too; posting job adverts, arranging interviews, drafting employment contracts, assisting managers with onboarding and induction processes, completing HR forms and corresponding with Finance, arranging induction schedules and facilitating induction sessions, assisting with offboarding and exiting of staff.



	<ul style="list-style-type: none"><li>• Monthly, and quarterly report running, and assist in the production of reports as required and as directed by management</li><li>• Verify HR forms and clearances for staff, arranging internal transfers, and arranging variations and other employment related paperwork for processing in accordance with organisational guidelines</li><li>• Maintain accurate and confidential HR records by entering and ensuring the integrity of employee data, personal information and employment records</li><li>• Undertake audits of HR records to ensure accuracy and compliance</li></ul>
<b>Team Work</b>	<ul style="list-style-type: none"><li>• Work under the direction of the Administrative Services Team Leader and Manager in the development of relevant work</li><li>• Sets and maintains high standard of teamwork.</li><li>• Maintain team boundaries and confidentiality in a professional manner.</li><li>• Displays a commitment to open communication.</li><li>• Completes assigned tasks on time and to a high standard.</li><li>• Takes responsibility for own work.</li><li>• Manages own workload and workflow to achieve the position's purpose</li><li>• Attend regular staff meetings</li></ul>
<b>Administration and Record Keeping</b>	<ul style="list-style-type: none"><li>• Keep all necessary records in accordance with KWY policies and procedures</li><li>• Contribute toward the development and maintenance of the Administration Handbook</li><li>• Prepare for and actively participate in regular supervision sessions and professional development and training.</li><li>• Assist in the collection of client data in keeping with professional and organisational standards as needed.</li><li>• Maintain integrity of information on the client data management system</li><li>• Provide timesheets and other administrative data according to organisation policy and procedures</li><li>• Work within budget parameters</li></ul>



	<ul style="list-style-type: none"> <li>• Undertake other administrative and office management tasks as required and directed</li> </ul>
<p><b>WHS</b></p>	<ul style="list-style-type: none"> <li>• Support and participate in the WHS committee</li> <li>• Lead Return to Work (RTW) processes, supporting staff and management in this. Training for RTW to be undertaken.</li> <li>• Assist in the organisation of WHS activities such as flu vaccines, first aid kit restocks, wellbeing activities for staff</li> <li>• Undertake business activities in a manner so as to avoid or reduce the risk of injury or illness to self and others; and ensure you comply with KWY OHS&amp;W policies and procedures</li> <li>• Practice self-care strategies and apply safety procedures in all work practices.</li> </ul>
<p><b>Agency Representation</b></p>	<ul style="list-style-type: none"> <li>• Represent the organisation in a professional manner.</li> <li>• Acquire a working knowledge of other agency roles and mandates.</li> <li>• Attend community events to represent the organisation as directed by Team Leader or Manager</li> </ul>
<p><b>Contribute to Organisational Culture</b></p>	<ul style="list-style-type: none"> <li>• Actively participate and contribute to responsible and safe work practices.</li> <li>• Embrace diversity and cultural differences in the workplace.</li> <li>• Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice.</li> <li>• Attend cultural supervision.</li> <li>• Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.</li> <li>• Contribute to the development and maintenance of a positive, supportive, and collaborative team environment.</li> <li>• Follow the direction of and have an open line of communication with line management.</li> <li>• Understanding and adhering to all KWY policies and procedures.</li> </ul>



<p><b>Risk, Governance and Compliance</b></p>	<ul style="list-style-type: none"> <li>• Ensure you operate in line with KWY policies and procedures, Code of Conduct and ethics</li> <li>• Actively participate in risk awareness training</li> <li>• Hold a current and maintain DHS Working With Children Check, Working With Vulnerable Person's</li> <li>• Check and National Police Check.</li> <li>• Hold and maintain Child Safe Environments training.</li> <li>• Hold and maintain an Australian's Drivers License</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Participate proactively in team project initiatives.</li> <li>• Participate in project groups and attend events such as expos from time to time.</li> <li>• Fulfil other duties as required by management and other department personnel as requested/required.</li> <li>• The above list is not exhaustive, and the role may change to meet the overall objectives of the company.</li> </ul>
<p><b>6. KWY Staff are required to work in accordance with the legislative and professional requirements including:</b></p>	
<ul style="list-style-type: none"> <li>• Children and Young Persons (Safety) Act 2017</li> <li>• Government of South Australia-interagency Code of Practice 2001</li> <li>• Professional Practice Standards consistent with the area of practice</li> </ul>	