

POSITION DESCRIPTION



POSITION TITLE:	People and Capability Administrator
DIVISION / DEPARTMENT:	CEO Office/ People and Capability
CLASSIFICATION LEVEL:	TAFE PACCT Level 3
MODE OF EMPLOYMENT:	Full Time
*LOCATION:	555 La Trobe Street, Melbourne
Date:	August 2023

*Note that the incumbent may be required to operate from any work sites of the Institute

GENERAL INFORMATION ABOUT THE INSTITUTE

William Angliss Institute is the government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognised as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and internationally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

GENERAL INFORMATION ABOUT THE DEPARTMENT

The role of the People and Capability Department is crucial to effective workforce management and culture and change initiatives within the Institute, providing comprehensive HR service delivery, advice and business tools to assist employees in: Recruitment and Selection; Learning & Development, Professional Development and Performance Management, Diversity & Inclusion, Change management, Health, Safety and Wellbeing, Workforce Management, Human Resources Information Systems.

The People and Capability Department also plays a very important role in the forward planning processes of the Institute by contributing to the overall workforce and strategic plans of the Institute and cultural and change projects and initiatives.

PRIMARY PURPOSE & OBJECTIVES OF THE POSITION

Undertake a range of People and Capability administrative functions including preparing letters, documents, reports, minutes and agendas; maintaining data bases (e.g. terminated employees, declarations of personal interest, probation end dates, Police Checks and Working with Children Checks); collating and entering data onto the computerised HR system (CHRIS21) e.g. learning and development training histories; and preparing organisational structure charts, tables and graphs as directed.

Be the first point of contact and provide support for internal and external People and Capability related enquiries for the department, through the provision of high level customer service.

Maintain People and Capability files, checklists, electronic records and data using the HR system (CHRIS 21) to ensure currency and integrity of the data.

People & Capability Administrator

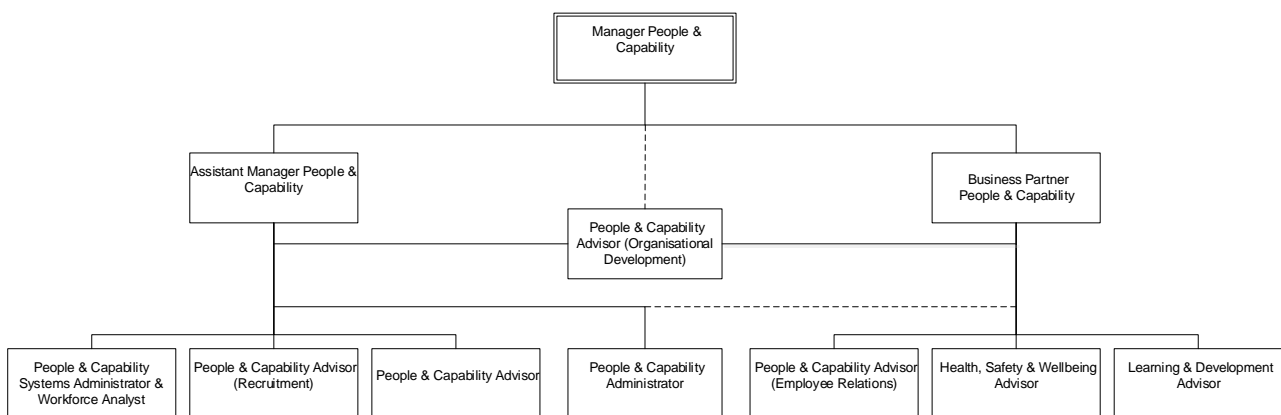
Assist the People & Capability Advisor (Recruitment) with the recruitment and selection function, including loading jobs onto the online system (Turbo Recruit), sending shortlisted applicants to hiring managers, drafting ads, drawing up contracts and letters of offer, collating relevant paperwork, and participating in the further development and upgrading of the recruitment and onboarding systems.

Provide high level administrative and operational support to the Manager People and Capability and other staff within the People and Capability Department and perform associated office coordination duties to assist with the efficient operation of the People and Capability Department.

REPORTING RELATIONSHIPS

The People & Capability Administrator reports directly to the Assistant Manager People and Capability and will also indirectly report to the Business Partner People and Capability.

There are no subordinates reporting to this position.



KEY DUTIES

Provide administration and operational office support to the People and Capability team to carry out duties related to managing their areas of responsibility and for the People and Capability department, with effective communication and customer services skills

Act as first point of contact to respond to People and Capability queries and escalate or triage People and Capability enquiries to the appropriate team member.

Develop and maintain accurate databases including terminated employees, declarations of private interest, probation end dates, Police Checks and Working with Children Checks, as well as collating and entering employee and training data onto HR system (CHRIS21).

Assist in recruitment tasks under supervision from the People and Capability Advisor (Recruitment), including posting job adverts, collating and sending candidate reports, drafting ads, drafting contracts and letters of offer, and support in the continuous process improvements in the recruitment and onboarding systems and processes.

Maintain and update the People and Capability staff Intranet pages and assist in the creation and updating content and documents to ensure efficient servicing of all activities.

Process invoices and purchase orders for the People and Capability Department by complying with the Institute's procurement and Finance processes

Accurately maintain and format organisational structure charts in line with staff movements within the Institute.

Support the Learning & Development Advisor in L&D administration and operational activities as required.

Coordinate the preparation of each quarterly Staff Communications Meeting by identifying and organising awards for staff due to receive service awards, sending out staff notices, ordering trophies and gift cards and taking photos of award recipients.

Provide general office administration to the Department including, but not limited to: scheduling of meetings, booking rooms and facilities, editing and formatting documents, taking minutes for meetings and assisting with the preparation of agendas and papers for meetings as well as assisting with correspondence, maintaining and ordering office supplies and facilities, and other office and administration duties as required.

Assist with the preparation of reports by running reports from the HR system and other systems, organising/manipulating data and generating graphs.

Update, organise and archive files ensuring records can be easily accessed when required

Follow the William Angliss Institute Publishing Standards, upload authorised materials for the intranet on behalf of the People and Capability Department. This also includes to maintaining and updating all HR forms and documents on the Intranet.

Assist with People and Capability projects and tasks as required under the direction of the Manager People and Capability, Assistant People and Capability Manager, and Business Partner People and Capability.

Other Responsibilities:

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Specific performance objectives/targets will be negotiated as part of the Institute's regular performance planning and review process.
- The incumbent will be required to comply with the Institute and Public Sector Code of Conduct, Child Safe Policy and Procedures, Occupational Health and Safety Policy and Procedures, Diversity, Access and Equity Policy and all other relevant legislation, policy, procedures or practices.
- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all staff are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly

In accordance with the William Angliss Institute of TAFE PACCT Staff Enterprise Agreement 2021 (PACCT EBA), the following descriptions apply for PACCT LEVEL 3 positions:

EDUCATION, TRAINING AND EXPERIENCE

Education, Training and Experience means the type and duration of training which the duties of the classification level typically require for effective performance. Training is the knowledge through formal education, on the job instruction or exposure to procedures.

Relevant Degree or Diploma in HR, Business Administration or similar discipline, with some relevant work experience; or a suitable combination of lesser qualifications and relevant experience.

At this level employees have theoretical knowledge which may be applied to a range of procedures and tasks.

TASK LEVEL

Task Level means the type, complexity and responsibility of the tasks typically performed by staff within each proposed classification level

Perform work assignments within timelines generally stipulated by standard practices and procedures.

Apply knowledge to a varied range of different tasks that are within the nature of work assigned and relevant standards and procedures

Undertake creative, planning and design functions in consultation with supervisor.
Managing time, setting priorities, planning and organising own work and that of supervised employees.

Skills sufficient to co-ordinate the duties of, and convey appropriate instructions to staff at lower levels.

JUDGEMENT AND PROBLEM SOLVING

Judgement is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed, and Problem Solving is the process of defining or selecting the appropriate course of action where alternative courses of action are available.

Employees at this level diagnose and solve problems through the application of theoretical principles and techniques and prioritise directed work.

Employees provide interpretive advice requiring knowledge of rules and regulations of the work area and in the application of procedures requiring expertise in a specialist area or broad knowledge of a range of functions.

SUPERVISION AND INDEPENDENCE

Supervision and Independence means both the way in which positions are supervised, managed or held accountable, and the degree of independence which applies in supervising or managing other staff or contractors. Independence is also the extent to which a staff member can work independently without supervision or direction.

Duties undertaken under routine supervision.

Schedule workloads appropriately.

Liaison with staff at higher levels.

May undertake stand-alone work.

ORGANISATIONAL RELATIONSHIP AND IMPACT

Organisational Relationship and Impact means the level of knowledge and awareness of the organisation, its structure and functions that would be expected in the performance of the duties of the position, and the purposes to which that organisational knowledge and awareness may be put.

Operational knowledge of relevant functional areas.

Perform tasks/assignments requiring proficiency in the work area's rules/regulations, processes and techniques understanding how they interact with other related functions.

INTERPERSONAL SKILLS

Interpersonal Skills means the level of communication skills both verbal and written and the scope of the circumstances where the staff member is expected to use these skills.

Ability to communicate operational requirements to members of the public and / or other employees, on an individual and team basis, in the administration of well-defined activities, in the resolution of problems, and in the supervision of other employees where appropriate. Require skills in verbal and written communication to enable the preparation of routine correspondence and reports.

Note: PACCT Staff at this level must also be competent in meeting criteria detailed for the previous level as per Schedule 2 of the PACCT EBA.

KEY SELECTION CRITERIA

Previous experience in a similar administrative role together with a relevant qualification in either Human Resources, Business or Administration.

Advanced skills in the Microsoft Office suite of programs (Word, Excel, PowerPoint, Visio) including experience in formatting organisational structure charts, tables and graphs as well as experience in extracting data from HR Information Systems and databases for preparation of reports, and previous experience using file management systems.

Demonstrated ability to work without supervision

Highly developed interpersonal and communication skills (both verbal and written) together with experience in providing customer service to client groups.

Well-developed organisational skills and the ability to initiate and coordinate various administrative processes with the ability to demonstrate excellent attention to detail.

Demonstrated behaviours that align with the William Angliss Institute Values.

DESIRABLE

Previous experience working in a Human Resources team would be an advantage.

SPECIAL CONDITIONS

- Provision and or willingness to obtain a Working with Children Check (employee) will be required prior to commencement. You will also be required to renew prior to expiry date of current check whilst employed by the Institute.
- Provision and or willingness to obtain a Police Check will be required prior to commencement and renewal every five years thereafter.

WILLIAM ANGLISS INSTITUTE STRATEGY 2021 - 2023

Statement of Vision: To be the first choice educational provider of foods, tourism, hospitality and events in Australia and internationally across locations in which we operate.

To deliver the highest quality specialist skills and education programs to inspire and empower our students whilst adding value to our industry across all sectors and engaging with our diverse communities.

Business Strategy: To use differentiation, based on William Angliss Institute's specialist expertise, broad range of programs (vocational and higher education) and quality of facilities, our connection to the industry community and our corporate experience.

To grow in a manageable and profitable manner working to achieve the owner's target for financial sustainability.

STRATEGIC THEMES

William Angliss Institute has established a 10 year vision of its strategic priorities. In looking to 2030 the six strategic priorities are:

- Innovation and the learning experience
- Future focused knowledge and skills
- Optimising international opportunities
- Skills and industry partnerships
- Capability and capacity
- Leading facilities and infrastructure

The 2021-2023 Strategic Plan sits within the 10 year planning horizon.

William Angliss Institute's Strategic Plan 2021-2023 seeks to support:

1. Education excellence
2. Enhancing student experiences
3. Partnerships
4. International development
5. Innovation
6. Sustainability

INSTITUTE VALUES

Personal Responsibility:	accountable, responsive, with integrity, respect and impartiality and acknowledging human rights
Inspiration:	passionate, stimulating and optimistic
Empowerment:	nurturing, encouragement and challenging
Community:	sharing, partnership and connections
Expertise:	leadership, innovation and industry practice