



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

People & Culture Administration Support Officer 0.5 FTE

Swan Hill District Health are seeking a highly motivated Administration Support Officer to join our expanding People and Culture team. This is a permanent part-time role 20 hours per week.

If you are an experienced administrator with a comprehensive understanding and respect for privacy and confidentiality, then this could be the role for you.

Essential skills include:

- Highly skilled communicator
- Proficient in use of the Microsoft Office suite
- Effective time management,
- Ability to work with minimal supervision

Experience in HR and/or relevant certificate level qualification is not essential however will be highly regarded.

If you believe that this is the right opportunity for you and you would like to join our progressive People and Culture team, please apply now!

For more information on the role please contact Tracey Osborn E: tosborn@shdh.org.au or PH: 5033 9206.

To apply for this position go to the [How to apply information](#) page.

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

Closing date: Monday 28th October



Position:	People & Culture Administrator
Classification:	HS 1
Department:	People & Culture
Reports to:	Operational Manager, People & Culture
Position Summary:	<p>The People and Culture Administration is part of a team supporting the potential and current employees to access People and Culture processes, promote talent acquisition and enable staff engagement to promote a positive workplace experience.</p> <p>The P&C Administrator will provide a high level of administrative support to the People and Culture Team and will assist accessing support and diligently ensuring systems are maintained to meet compliance with the various employment and health and safety legislation and regulations.</p>
Responsibilities:	<p>This position's key responsibilities are:</p> <p>Assist the P&C Advisor in administering Talent Acquisition processes including:</p> <ul style="list-style-type: none"> • Co-ordinate the advertising processes both internal and external. • Update position descriptions and maintain all PDs in database. • Process accounts for advertising media and costings. • Assist in the coordinate of recruitment and onboarding processes. • Assist in the coordination of new employee onboarding documentation including collating, distribution and liaising with new employee's to complete their contractual requirements, payroll requirements and onboarding documentation. • Assist in the induction and onboarding program as required • Support Managers in the recruitment process including scheduling and coordinating interviews and correspondence interviews where required. • Assist managers with finalising recruitment on eRecruit, including unsuccessful applicant. • Assist in the prepare letters of offer and employment contracts in a timely manner. • Preparation of Induction Packs. • Ensure completed onboarding documentation is scanned to the payroll service in a timely manner. <p>Provide administrative support for Human Resources</p> <ul style="list-style-type: none"> • Support the P&C Team by assisting with administrative tasks as directed. • Maintain the P&C filing and records management processes. • Support staff and managers to access documents as required. • Support the collation of reports and data collection as required. • Assist with audits and culture surveys. • Administer professional registrations and compliance reporting • Manage ID badges. • Ensure police checks and working with children checks have been completed for all staff existing and new staff contracts and volunteers,

	<p>including any payment/deduction process as required.</p> <ul style="list-style-type: none"> • Maintain an accurate database ensuring compliance with legislation at all times. • Forward police checks returned with discloseable court outcomes to P&C Manager. • Maintain the performance appraisal database.
Key Selection Criteria	<p>Selection will be based on personal qualities, knowledge and skills required to achieve the objectives this position.</p> <ul style="list-style-type: none"> • Previous experience in an administration based environment. • Demonstrated effectiveness in completing administrative and organisational tasks • The ability to work within a team and manage time effectively whilst prioritising work in a systematic, accurate and timely manner. • A thorough understanding and respect for privacy and confidentiality. • Demonstrated ability to operate with minimal supervision and show initiative. • Experience in Microsoft Office programs and the ability to learn new software programs
Salary/Award:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Our Purpose:	<p>Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
Privacy and Confidentiality:	<p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.

Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates:	
Current:	Oct 2020
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

Position Applying for	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

Are you of Aboriginal/Torres Strait Islander Origin? No Aboriginal Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? Yes No

Are you an Australian Citizen or Permanent Resident: Yes No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type _____ Expiry date/...../.....

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? Yes No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? Yes No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585