

POSITION DESCRIPTION

HR Administrator

People & Culture Department

2022

Title:

HR Administrator

Reports to:

Executive Manager HR

Direct Reports:

Nil

Job Goal:

To provide HR/L&D co-ordination and administrative support to the People & Culture team which includes the General Manager, People and Culture, Recruitment & Learning & Development functions & also provide Team Assistant administrative support. The person in this role will also be an administrator of all HR systems (Recruitment, Learning and Development, Intranet). Occasional work may be required on weeknights/weekends to assist with recruitment and training of new staff/induction program support.

Accountabilities/ Responsibilities:

Recruitment function

- Assist Recruitment Consultant with end to end recruitment administration support:
- Administration includes:
 - Contract preparation
 - Recruitment approval process management including requisition approvals
 - Reference & background check set up & compliance
 - Candidate care & co-ordination including organising interviews, registering candidates, meeting room & diary bookings
 - System maintenance including recruitment system (Turbo). X-Ref (on-line referee system) & First Advantage (Background check system)
 - Job ad preparation and posting
- Support the Recruitment Consultant with Event Staff bulk recruitment co-ordination
- First point candidate phone screening
- Maintain 'Recruitment Central' on MCC intranet – Club Hub
- Prepare & send candidate contracts & relevant documents via DocuSign
- Manage employee personal files (electronic)
- Back up support to cover Recruitment Consultant duties when required e.g. leave coverage
- Interviewing candidates where required

HR function

- Team Assistant support for General Manager, People and Culture, Executive Manager HR and People & Culture team
- Provide HR Administration support to People & Culture as required (creation of templates, production of bulk letters, certificates of service etc)
- Production of HR reports and analytics data
- Work experience administration and student care/liaison

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- Administer and maintain the IPOS/credit card/ invoicing process for the department.
- Visitor registration on Passage point system
- Reserve rooms on EBMS and order catering as required
- Maintain Club Hub (employee intranet) P&C pages and forms
- Coordinate Welcome Packs for new starters
- Assist to maintain P&C electronic filing system
- Maintain employment contract templates (input from Executive Manager HR)
- Maintain central repository of MCC position descriptions
- Systems
- Projects & other work as allocated

Learning and Development function

- L&D system My Learn (ELMO) administration maintenance e.g. password, training reminders, reporting, training record updates, training reports
- Training content updates on MCC My Learn modules
- Training bookings and coordination of staff attendance at Venue Management School
- L&D event administration e.g. room bookings, catering, guest speaker bookings, maintaining Club Hub (intranet) events, Learning at Lunch sessions
- Induction support for permanent and casual staff
- Reward & Recognition program co-ordination
- CARE Customer Service program administration

Comply with the MCC OH&S policies and procedures, and take reasonable care for safety for yourself and others, including patrons, staff, contractors and anyone who may be affected by your actions.

MCC Leading at the 'G' capabilities apply to this position, specifically at the 'Leading Self' level. These are outlined in the Leading at the 'G' framework

Experience / Qualifications:

- Solid experience in previous Administration roles is essential
- Understanding of HR, Recruitment & LD functions is preferable to deliver efficient & accurate administration support.

Skills and Competencies

- A highly organised operator with the ability to set priorities, plan work and meet deadlines
- Ability to deliver high quality standards of work with a clear eye for detail and accuracy
- Naturally enjoys administrative tasks, and prides their performance on accuracy, collaboration and completeness
- Works best in a busy, positive and 'hands on' environment
- Has a positive personal impact, including friendliness, approachability and professionalism in day to day interactions
- Demonstrates computer literacy across multiple programs and systems including Microsoft Office suite, particularly Word & Excel

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HR Administrator People & Culture Department 2022

- Ability to discretely handle confidential and sensitive information
- Displays professional integrity at all times, and adheres to codes of conduct and ethical principles
- Thrives in a team environment, displays a “can do” attitude, and is self-motivated
- Works well under pressure, maintaining high quality in work performance when under heightened levels of pressure such as tight timelines
- Consistently demonstrates the customer service CARE habits in all customer interactions
- Demonstrates MCC values in day to day interactions (respect the past and shape the future, strive for excellence, lend a hand, and play with pride, passion and purpose)

The MCC is committed to providing a safe environment for everyone including children & young people and ensuring our staff understand their responsibility in relation to child safety. All staff are required to undertake mandatory child safety training. The MCC conducts reference checks including on child safety and other pre-employment checks as appropriate for the role e.g. Working With Children Checks.