

Job Description

HR Assistant



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:		HR Assistant
Location:		Bowhill, South Australia
Current as of:		April 22
Reports to:		HR Coordinator
Direct Reports:		Administration Assistant, Trainee Receptionist
Key Relationships:		CFO, WHS Coordinator, Production Manager, PA Consultant, Accts

Purpose

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- **Together we thrive**
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Mission

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- **We transform communities & our people, by optimising & building structures that matter**
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Core Values

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- **Integrity** – We do what we say we are going to do
 - **Collaborative** – We get things done, together
 - **Courageous** – We embrace initiative & innovation
 - **Unity** – We help our clients win
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Core Competencies

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- **Smarter together** - optimization specialists in large, welded components
 - **Win Before you Start** - cost with certainty
 - **Complexity done excellently** - systems and process, refinement
 - **Committed to Our Community** - strengthen our region
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Role Purpose:

The HR Assistant role is busy but rewarding. Working directly with the HR Coordinator assisting to unite the big picture of company recruitment and growth. The HR Assistant role has defined areas of focus and opportunities to grow skill and understanding of employment awards, conditions, policies and procedures to become an indispensable part of the HR Team.

Coordinating workforce training and upskill ensures retention and the transformation of our people into a skilled workforce. Performance Appraisals ensure our people and culture are in line with our core values. WHSE responsibilities in training, first aid and return to work are work collaboratively with WHS coordination at Bowhill Engineering.

You have the following key areas of responsibility:

- Human Resources Assistance
- Training
- Performance Appraisals
- Payroll
- WHSE First Aid & Return to Work Coordination
- Continuous Improvement

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Human Resources Assistance	<ul style="list-style-type: none">Work with established systems and processes to ensure success in employee onboarding, induction, recruitment & marketing processes.	<ul style="list-style-type: none">Successful flow HR systems and proceduresIndispensable in support to the big picture of recruitment & business growth
Training	<ul style="list-style-type: none">Ensuring all staff are appropriately trained according to their needs & requirementsReview gaps & opportunities and develop proposals for future training options	<ul style="list-style-type: none">New staff & trained & feel supported on day 1Training schedules are known & implemented without delay
Performance Appraisals	<ul style="list-style-type: none">Coordinate the PA process, ensuring all staff involvement in structured process, working towards long term benefits for all involved.	<ul style="list-style-type: none">PA's run to schedule ensuring no staff member is missedPeople feel valued, inspired and engaged
Payroll	<ul style="list-style-type: none">Processing payroll ensuring compliance with legislation and award requirements	<ul style="list-style-type: none">Payroll completed timely with minimal errors
WHSE First Aid, Return to Work Coordination	<ul style="list-style-type: none">Timely coordination & administration of WHS Reporting, First Aid & Return to Work Coordination	<ul style="list-style-type: none">Employees are supported through injury management with information & records processed in a timely manner.
Continuous Improvement	<ul style="list-style-type: none">Simplify and streamline relevant policies and procedures, ensure they are relevant, up to date and being used	<ul style="list-style-type: none">Procedures simple and easy to useSystemised focus on relevant tasks

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ADMIN/PRODUCTION BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	<ul style="list-style-type: none">▪ Demonstrates the ability to handle a broad range of different tasks and assignments▪ Adjusts quickly to different work environments▪ Changes priorities when required without irritation
Reliable	<ul style="list-style-type: none">▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected▪ Maintains high level of character and a professional attitude the role
Engaged	<ul style="list-style-type: none">▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skillful	<ul style="list-style-type: none">▪ Remains up to date with the latest technologies and development in area of expertise▪ Is able to identify the skills required for personal growth and development▪ Is committed to continuous learning and self-improvement
Initiative	<ul style="list-style-type: none">▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes▪ Is hard working and self-motivated▪ Identifies and acts on better ways to do things
Team Player	<ul style="list-style-type: none">▪ Assists team members to ensure all responsibilities are met, and seeks assistance as required▪ Is courteous and treats others with respect▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	<ul style="list-style-type: none">▪ Communicates positively and professionally with team members and customers at all times▪ Communicates verbally and in written form with clarity▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
<ul style="list-style-type: none">▪ Honesty	<ul style="list-style-type: none">▪ Dishonesty
<ul style="list-style-type: none">▪ Teamwork	<ul style="list-style-type: none">▪ Negativity
<ul style="list-style-type: none">▪ Respect	<ul style="list-style-type: none">▪ Backstabbing
<ul style="list-style-type: none">▪ Patience and Tolerance	<ul style="list-style-type: none">▪ Intimidation
<ul style="list-style-type: none">▪ Work life balance	<ul style="list-style-type: none">▪ Handballing

DESIRABLE REQUIREMENTS

- Valid Driver Licence and reliable transport
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QUALIFICATIONS

- Return to Work Coordinator
 - First Aid
 - Cert III Business Administration
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EXPERIENCE

- Customer service (as a minimum)
 - Microsoft Word, Excel & Outlook (as a minimum).
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