

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:		October 22
Reports to:		HR Manager
Direct Reports:		Reception
Key Relationships:		HR/Admin Team, New & Exist Staff, PA Consultant

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 Manager 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.

You have the following key areas of responsibility:

- Recruitment Assist
- Payroll Assist
- Performance Appraisals
- Strategic Training
- Continuous Improvement

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Recruitment Assist	<ul style="list-style-type: none">Work with established systems and processes to ensure success in employee onboarding, induction, recruitment & marketing processes.Provide continuous improvement ideas on marketing & social media advertising	<ul style="list-style-type: none">Successful flow of HR systems and proceduresIndispensable in support to the big picture of recruitment & business growth
Payroll Assist	<ul style="list-style-type: none">Assist with and provide back up of processing payroll ensuring compliance with legislation and award requirements	<ul style="list-style-type: none">Ability to support Payroll completed timely with minimal errors
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
Training Strategic	<ul style="list-style-type: none">Creation & management of Individual Training PlansReview gaps & opportunities and develop proposals for future training options & financial support	<ul style="list-style-type: none">Workforce Development along with individual development is a high focus.
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

- Experience in Payroll
 - Experience in Xero Software
 - Modern Award understanding - Manufacturing & Associated Industries & Occupations, Clerks Private sector Award
 - Valid Driver Licence and reliable transport
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QUALIFICATIONS

- Cert III Business Administration or relevant work experience
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EXPERIENCE

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