

Position Description



Job title	People Services Officer
Department	People Services
Reports to	HR BP
Date prepared/reviewed	March 2022
Location	ICH
Position Details	Permanent Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

Brief summary of position's purpose

This role will work closely with all team members in People Services providing support and assistance to activities such as recruitment and selection, employee records, learning and development and other tasks as requested from time to time.

Whilst reporting to the HR BP the role will work closely with other members of the team.

Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future

Respectful – We act with honesty and integrity, and open our hearts to all people without exception

Compassionate – We are nurturing, generous and thoughtful in our words and deeds

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Supervision and Development Process annually.

- Undertake end to end recruitment for Uniting as directed by the HRBP.
- First point of contact for all internal and external HR queries received (includes email and phone)
- Provide support to the Payroll and People Resources Officer in relation to the preparation of new employee and cessation documentation
- Prepare monthly statistical data for the Chief Organisational Development & Change Officer for Board/Executive reporting requirements
- Maintain all position descriptions and templates ensuring currency and accuracy
- Assist in the collation and execution of the Supervision and Development Process
- Assist the Learning and Development Business Partner with the preparations of learning and induction material and maintaining records.
- Liaise with relevant members of the team in the preparation of team meetings and attendance at other departmental meetings.
- Maintain all relevant HR compliance documents, liaising with employees when required
- Lead or contribute to People Services Projects as and when required
- Assist in reviewing, processes and procedures to enhance efficiency and best practice
- Any other duties as requested from time to time having regard for skills and experience.

Standard Key Responsibilities (for all Uniting employees)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

Competencies

The knowledge and soft skill requirements necessary for this position.

- Strong communication and interpersonal skills
- Ability to work within a team environment
- Attention to detail
- Good initiative, willingness to learn new skills.

Qualifications

Education, experience and technical skills required for this position.

- Completion of formal qualifications in Human Resource Management or equivalent
- At least 1 year previous experience in a similar environment
- Excellent computer literacy skills in MS Office in particular Word, Excel and Outlook
- Current police clearance (not less than 6 months old)
- Current COVID vaccination certificate

Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

This role is expected to evolve and change over time as the departmental processes are modified to meet the needs of the business.