

Position Description

HR Administrator

Classification:	Administration Officer Grade 1 Level 1 – Level 5
Business unit/department:	Talent Acquisition & Workforce Planning
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Fixed-Term Full-Time
Hours per week:	40 per week (38 + ADO)
Reports to:	Recruitment Operations Manager
Direct reports:	0
Date:	28/05/2025

Position purpose

The HR Administrator position is responsible for providing support to the Talent Acquisition department through various administrative functions. Administrative duties include maintaining personnel records, managing HR documents (e.g. employment records and onboarding guides) and updating internal databases. The HR Administrator has experience with HR procedures and can juggle various administrative tasks in a timely manner. As a HR Administrator you will be servicing new and existing employees whilst providing excellent customer service.

Position responsibilities

- Manage end-to-end onboarding of new employees using SuccessFactors
- Collect and review HR and related documentation submitted via digital channels
- Coordinate and complete pre-employment checks including Police Checks, Working with Children Checks, and Visa verifications through online systems
- Generate and distribute daily reports to IT and Security teams to facilitate system and building access
- Create and maintain electronic employee records in SuccessFactors
- Submit requests for Security and Name badges via digital workflows
- Triage and log incoming queries from the HR Solutions inbox, escalating where appropriate
- Perform general administrative tasks within the HRIS, including electronic filing and document management
- Provide proactive support to the HR Solutions team through digital platforms
- Undertake additional duties as required in a virtual or system-based environment

Selection criteria

Essential skills and experience:

- Ability to work in a fast-paced environment
- Excellent customer service skills and experience
- Well-developed communication skills
- Strong eye for detail
- Competent computer skills
- Ability to use initiative and work autonomously
- Multi-tasking skills

Desirable but not essential:

- Relevant HR qualification
- Previous HR administration experience

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**