



## POSITION DESCRIPTION

<b>Position</b>	<b>Employee Relations Administration Officer</b>
<b>Reports to</b>	Manager, Employee Engagement
<b>Team</b>	Employee Engagement, Learning & Development
<b>Key relationships</b>	Employee Relations and Payroll team, Leads and Coordinators, NSWNMA and ANMF NSW Branch employees
<b>ANZSCO code</b>	599411
<b>Salary range</b>	Administration Band 3, Level 1-5
<b>Work Type</b>	Full time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) Employment Enterprise Agreement
<b>Location</b>	50 O'Dea Ave, Waterloo NSW 2017
<b>Date created</b>	26/11/24
<b>Last updated</b>	2/12/24

### About the Association

The New South Wales Nurses and Midwives' Association (NSWNMA) is the registered union for all nurses and midwives in NSW. The Association represents the industrial interests of nurses and midwives employed in NSW in the public, private, aged care and primary health sectors. Our role is to protect the interests of nurses, midwives and the nursing and midwifery professions.

At the Association, we are strongly committed to fostering a respectful and safe workplace culture that thrives on our values of collectivism, advocacy, innovation, integrity and courage.

### About the team

The Employee Engagement, Learning & Development team plays a vital role in aligning people, culture, and processes to achieve strategic organisational objectives.

### About the position

The primary purpose of the role is to provide administration assistance to the Employee Relations/Payroll team on a range of activities relating to recruitment, training and staff education and payroll.

### Key accountabilities

1. Provide administrative support to ER, including coordinating recruitment processes to support seamless and efficient hiring practices.
2. Register employees for training and staff education courses, ensuring HR databases are updated with attendance records for training and in-service sessions.
3. Maintain accurate employee information, including data entry, data capture, e-filing, and regular updates of HR systems to provide regular reports to Manager Employee Engagement.
4. Prepare and distribute reports on key dates and reminders, such as Probationary review and birthday list.
5. Act as an initial point of contact for the ER team and action requests to proactively ensure responses from the ER team meet deadlines.
6. Contribute to a range of projects where required, to support the achievement of organisation level strategic and operational objectives.
7. Other administration tasks as requested such as minute taking, filing, meeting room and catering bookings.

### Key considerations

- Ability to display resilience and work under pressure ensuring strict deadlines are met



- Must be numerate and analytical and have excellent attention to detail
- Strong organisational and administrative skills
- Excellent written and verbal communication skills
- Handle a range of sensitive matters with discretion and maintain confidentiality when required
- Ability to work as part of a team as well as autonomously
- Ability to respond to ER matters in a proactive manner
- Intermediate to advanced skills in the Microsoft Office suite, including Excel, PowerPoint, Outlook and Publisher.
- Experience using a HRIS system
- Recognised Business Administration qualification or currently completing a recognised Business Administration qualification or demonstrated experience in human resource administration role.

### Role dimensions

- **Decision making:** This role has autonomy to make decisions around time management and the priority of tasks within timeframes, under the supervision of the Manager. The role has access to sensitive Association records and is required to exercise discretion and confidentiality in handling such information.
- **Reporting line:** Manager, Employee Engagement
- **Direct reports:** nil
- **Budget and expenditure:** nil