

## Position Description

<b>Position Title</b>	People and Development Officer
<b>Department</b>	People & Development
<b>Reporting Relationships</b>	Senior Manager People & Development
<b>Supervisory responsibilities</b>	Nil
<b>Classification</b>	Annualised Package
<b>Effective date</b>	April 2024

### **Objective of the Role**

This role is responsible for providing generalist People and Development services across the full employee lifecycle. This includes taking ownership of the People and Development systems and processes to ensure high levels of support and service are provided to the organisation and day-to-day operational processes are compliant with policy, procedures and legislative requirements. This role contributes to the efforts to attract, develop and retain talent to contribute to the on-going growth and development of the business.

### **General Responsibilities of Role**

The responsibilities of this role include but are not limited to the below:

- Managing and administering People & Development Systems to deliver effective and efficient solutions across the employee lifecycle with a strong focus on risk and compliance and opportunities to enhance and improve internal processes and governance.
- Demonstrating understanding and consideration of industrial relations environment and requirements when delivering people and development services to internal stakeholders whilst ensuring execution and administration of effective systems, processes, and controls that are compliant with applicable laws, industry codes of practice, best practice guidelines, and the Credit Union's internal policies.
- Building and managing strong rapport and relationships across the organisation and throughout the employee lifecycle that sets the tone for positive engagement and a high-performance culture whilst promoting, administering, and supporting an inclusive, safe, and healthy work environment across the organisation.
- Actively participating and supporting performance and development to ensure a high performing culture and the execution of strategic objectives in line with Credit Union SA's values.
- Providing back up Payroll Processing in absence of the Payroll & People Administrator during times of planned and unplanned leave.
- Providing regular and ad-hoc reporting that is of a high standard and meets mandatory requirements and is completed in line with agreed Operational Risk obligations.
- Collaborating with the wider People and Development team to improve, create, and execute people and development programs that are consistent with the organisation's goals. This involves researching and evaluating the best practices in the market that have a high impact and demonstrating a continuous improvement mindset.

### **Other Job Related Information**

- Tertiary qualifications in Human Resources are desirable.

### **Key Selection Criteria**

#### **Essential:**

- Administration experience with a high level of accuracy and attention to detail gained in a fast-paced role that requires high levels of discretion and confidentiality.
- Flexibility and commitment to meet short lead times and transaction timelines.
- Self-motivated with high levels of personal accountability and pro-activity.
- Good understanding of Industrial and Employment laws and regulations and internal consulting skills.
- Strong verbal and written communication skills with experience in providing reporting to a variety of stakeholders.
- Self-motivated and self-directed with high levels of personal accountability and proactivity to deliver outcomes and meet deadlines.
- Ability to implement, administer, update and enhance technology solutions within a people and development team.
- Demonstrated ability to work collaboratively to achieve positive change.
- Intermediate to advanced Microsoft Office skills including data analysis and reporting.
- High level of energy and enthusiasm, with a passion for excellence.
- Ability to develop and maintain positive relationships across all internal and external stakeholders with a proactive and results focused attitude and behaviour.
- Willingness to grow with the role as experience and expertise grows.

#### **Desirable:**

- Experience in processing payroll