

PEOPLE ADMINISTRATOR

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Position Number	608
Classification	Category 6
Section/Unit	Capability and Impact / People and Culture Unit
Reports to	Head of People and Culture and such other persons as directed
Hours of Work	35 hours per week
Suitable for Job Share	YES
On Call Duties	NO

Scope of Position

The People Administrator will provide customer focused comprehensive and pragmatic People and Culture services and support to Oxfam Australia, in line with operational objectives and organisational policies and procedures. Along with this, the People Administrator will support the team with the coordination and review of administrative

systems and processes for the purpose of continuous improvement of people lifecycle services and processes using a people-centric approach.

Key Responsibilities

- Provide comprehensive administration and support to the People and Culture team across all aspects of the employee lifecycle, predominantly focused on, but not limited to recruitment, on-boarding, and offboarding processes.
- Support for the development, implementation and evaluation of projects in order to meet organisational objectives and deliverables, including but not limited to the implementation of a HR Information System.
- Monitors and respond to shared mailboxes ensuring prompt responses and resolution of queries.
- Build and maintain rapport with people at all levels of the organisation through the provision of proactive customer service.
- Respond promptly to stakeholder requests, collate and disseminate relevant information, resolve standard problems, escalate issues when required, and effectively prioritise responses to stakeholders.
- Support the team in the development and coordination of team communications regarding People and Culture activities.
- Other duties as required

Living our Values

- Accountability – You are able to set clear goals and monitor personal progress against them.
- Empowerment – You are capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities perspectives into our working activities.
- Equality – You work to high ethical standards and treat all people with respect.
- Inclusiveness – You embrace diversity and able to enrich work activities with diverse perspectives.
- Sustainability – You are committed to achieving sustainable results in all aspects of their work.

Technical Knowledge & Experience

- Experience in general administration, continuous improvement, and document management. Experience within a Human Resources function is desirable.
- Well developed communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders with the confidentiality, professionalism and discretion required in a HR function.
- Intermediate proficiency in Microsoft Office Word, Excel, Outlook, PowerPoint, and experience using cloud-based information systems.
- Demonstrated drive and initiative, with a proactive and supportive approach to work and willingness to undertake tasks outside of core remit.

Personal Skills & Attributes

- Establishes and maintains effective relationships with internal and external customers, and gains their trust and respect
- Creative and pragmatic approach to solving problems
- Works collaboratively across the agency to achieve common goals
- Open communicator, shares thoughts and opinions with others
- Seeks feedback, takes it on board and modifies approach
- Commitment to Oxfam's purpose, culture and ways of working
- Customer and goal focus
- High degree of emotional intelligence and humility
- Growth mindset and desire to cross skill
- Flexibility in work undertaken in order to assist colleagues and the organisation
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Travel

There is no requirement to travel for this position.

Child Safeguarding

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and and Social Media User Policy.