

Position title	Human Resource/Fleet Officer	Reference	
Reporting to	Human Resource Manager	Location	Darwin
Division	Corporate Services	Section	Human Resource
Approved	Executive Manager Corporate Services	Date	30 August 2019

Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

Purpose of the Position

The Human Resource/Fleet Officer is responsible for the delivery of quality, timely, efficient and customer focused HR administration support to the Human Resource Support Services (HRSS) team, management and employees within Anglicare NT. As part of the HRSS team, the Human Resource/Fleet Officer will also contribute to the development and review of HR processes and systems along with providing support in the payroll function.

You will also provide administrative support to the Fleet and Facilities Coordinator to ensure an efficient, cost effective and a customer focussed approach in the coordination of fleet management for Anglicare NT.

Selection Criteria

Position specific requirements

1. The minimum qualification required is a Certificate/Diploma in Business Administration/Human Resource or equivalent of 3 years' experience in Human Resource role. If you do not currently have a qualification you will demonstrate a commitment to ongoing personal and professional development.
2. Knowledge of recruitment and on-boarding processes.
3. The ability to be a self-starter, work efficiently and accurately with limited supervision.
4. High level of discretion and sound judgment with confidential and sensitive information.
5. The ability to provide excellent customer service and build strong relationships with the relevant key stakeholders.
6. Medium level expertise in the Microsoft suite of programs including Excel, Word and PowerPoint.
7. Previous experience using a HRIS system and/or a payroll environment would be desirable.
8. Previous experience in a fleet administration environment would be desirable.

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
3. Northern Territory Working with Children Clearance (Ochre Card).
4. National Police Criminal History Report (less than three months old) with acceptable outcome.
5. Ability to meet 100-point ID and additional visa / overseas work compliance measures.
6. Northern Territory Driver's Licence.
7. First Aid Certificate (or willingness to obtain within agreed timeframe).

Key Responsibilities

Human Resources

1. Coordinate the administration of the Recruitment and Selection processes, working in conjunction with the Senior HR Advisor to assist in the recruitment and selection process.
2. Assist with the administration and maintenance of the employee review and development process.
3. In conjunction with other members of the HRSS Team provide sound advice on the interpretation of HR Policies, procedures, guidelines and employee relations issues to staff and management.

4. In conjunction with the Senior HR Advisor develop and maintain a centralised position description data base for all Anglicare NT positions.
5. Coordinate and maintain the Human Resources electronic personnel filing systems.
6. Assist the HRSS team with the administration of HR systems and process as required.
7. Provide support to the payroll team in the fortnightly processing of payroll.
8. Organise Corporate Services meetings and information sessions with external parties, for example EAP and Salary Sacrifice providers.

Fleet Management

1. Registration of all Anglicare NT motor vehicles and ongoing monitoring of the MVR database to ensure registration compliance.
2. Ensure that each Anglicare NT motor vehicle is compliant in relation to appropriate insurance coverage and AANT membership for vehicles in areas serviced by AANT.
3. Acquisition, leasing and disposal of vehicles in line with the Motor Vehicle Replacement Schedule.
4. In conjunction with Senior WHS Advisor, undertake a review all incident reports relating to Anglicare NT motor vehicles and lodging insurance claims as required.
5. Coordination of repairs and servicing for all Anglicare NT motor vehicles and the payment of any insurance claim excess if applicable.
6. Arranging for the provision of fuels cards for all Anglicare NT motor vehicles including replacement of lost or damaged cards and resolving any issues with the use of the cards.
7. Arranging for the appropriate processing of all traffic infringement notices and parking infringement notices relating to Anglicare NT motor vehicles.
8. Arranging for the correct completion of the annual FBT return for each Anglicare NT motor vehicle and archiving of logbooks for the relevant FBT year.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment.
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).