



POSITION DESCRIPTION

Position Title:	Human Resources Trainee
Department:	People and Culture
Immediate Manager:	Human Resources Business Partner
Manager One Removed:	People and Culture Manager

The Organisation

Oak Tasmania (trading as OAK Possability) is a state-wide Tasmanian non-profit organisation, providing a range of quality individual and flexible support options, supported accommodation, respite and intensive support for people with disability.

Our vision is to empower people with additional needs to achieve their vision of a good life by delivering excellence in support.

Oak Tasmania (trading as OAK Possability) is committed to providing a quality service designed to be responsive and flexible to individual needs. We do this by removing barriers, increasing options, developing skills and lobbying for change to enable people to achieve their personal goals and achieve their vision of a good life.

Position Purpose

The purpose of this role is to assist, develop and coordinate the delivery of the Oak Possability People and Culture "Program of Work".

Operating Context

The employee is required to set and mutually agree priorities and monitor work flow in the areas of responsibility, has the authority to exercise a degree of autonomy within the key responsibilities and duties. Any issues falling outside these areas are to be referred to the employee's manager.

Autonomy

This position is directly responsible to their immediate manager for all aspects of service delivery for duties under their control.

Role Accountabilities

1. Coordinate and administer recruitment and selection activities.
2. Coordinate and administer on-boarding processes and procedures.
3. Coordinate and administer exiting processes and procedures.

4. Coordinate and administer work, health and safety processes and procedures.
5. Coordinate and administer employee performance appraisal processes and procedures.
6. Coordinate and administer employee training requirements, including liaising with training providers.
7. Coordinate and manage all employee record keeping activities.
8. Coordinate and administer People and Culture reporting requirements.
9. Undertake and successfully complete allocated project tasks within required timeframes.
10. Coordinate and administer all People and Culture forms, templates and standard letters.
11. Undertake and report on any research requirements allocated by the People and Culture team.
12. Provide efficient administration support to all members of the People and Culture team on direction.

Generic Accountabilities – All Employees

To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all employees are expected to:

1. To demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
2. Ensure personal and team contribution support overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with the People and Culture Manager.
3. Monitor and report performance against KPIs and take corrective action as required.
4. Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for Oak Possability.
5. Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
6. Ensure compliance with Statutory and Regulatory requirements, and our policies, processes and procedures.
7. Emulate and encourage others to adhere to, our values in all work related activities.
8. **Safeguarding Children and Young People**
Our organisation takes child protection seriously, and as an employee/volunteer of Oak Possability, you are required to meet the behaviour standards outlined in our 'Safeguarding Children – Practice and Behaviour Guidelines'. You will have received a copy of these guidelines as part of your induction. You can also access a copy of these guidelines in the Safeguarding Children and Young People Policy section on SharePoint.

Therefore as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people

- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

9.

Role Dimensions	
This position manages:	Nil
Expenditure Authority:	As per policy
Expense Budget:	Nil
Revenue Budget:	Nil
Assets under control:	Nil

Key Performance Indicators

- To be agreed with the Human Resources Business Partner.

Relationships	
Internal	External
Direct Manager (HR Business Partner)	Training Providers
People and Culture Manager	Recruitment Service Providers
Oak Possability Management Team	Workplace Standards Tasmania
Practice and Development	Legal Entities
Rostering Coordinators	Industrial relations entities
Finance and Accounts	Industry providers
Administration	
Marketing	

Selection Criteria	
Essential Qualifications and Experience	• Successful completion of senior secondary education.
Level of Expertise	Demonstrated ability to deliver results – drives and delivers performance against a set of goals. Well developed written and verbal communication skills. Well-developed organisational and time management skills and the ability to proactively identify and meet expectations in a timely manner.

	Demonstrated ability to self-motivate. Deomonstrated ability to undertake research, assess findings, draw conclusions and report.
Behaviours	• Emulating Values – demonstrates, through behaviour, an alignment to and an understanding of our values and the criticality of those values to our ongoing success. • Analytical Thinking and Data Analysis – can make decisions based on fact-based analysis. • Adapting to Change – willingly participates in and support the change process. • Delivering Results – efficient follow through of any tasks to completion or as otherwise determined by the direct supervisor or designated employee. • Exercising initiative and/or judgement - appreciation of the necessity to exercise initiative and/or judgement within clearly established procedures and/or guidelines to find positive solutions in response to identified needs. • Confidentiality – applies the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Oak Possability. • Attention to detail - focus on ensuring accurate preparation of all material in a timely manner. • Highly enthusiastic individual - work towards long term goals, whilst effectively managing daily tasks. • Able to show initiative and work independently as part of a small team environment. • Work respectfully and flexibly with cultural differences across the organisation. • Able to develop strong, professional relationships with all internal/external stakeholders.

Other Requirements

- State-wide travel as required to meet business needs
- Provision of a satisfactory National Police Check
- Provision of a Working with Children Check and vulnerable people registration
- Provision of a satisfactory pre-employment medical report

Our Values

All of the “ways of working” flow from the following values.

Humanity: Human rights and dignity underpin all our decisions and actions. We believe that every individual has the potential to grow and the right to determine how their life will be lived.

Innovation: Driven by our commitment to excellence, we are continually learning, taking on new challenges, and constantly finding ways to excel in the dynamic world we operate in.



Possability

Accountability: We know where we are heading and why. By being efficient, effective and persistent we find ways to make things possible and deliver results.

Honour: We take pride in our work, are true to our word, honour our commitments and treat our colleagues and clients with integrity and respect.

Version Control and Change of History

Version	Effective from	Amendment
001	January 2016	Drafted by Human Resources Business Partner
	January 2016	Reviewed and updated by PCM
002	18/07/2016	Issued/revised by Ginger Motto (Quality Manager). Added Safeguard Children and Young People accountability criteria to Generic Accountabilities (Item 8).
003	3/10/2016	The "employer" changed to OAK Tasmania (trading as OAK Possability). Co-branded document with new OAK Possability logo.