

HR ADMINISTRATION OFFICER

Position Number:	LPB052	Classification Level:	General Division, level 2
Division:	Corporate Services	Reports to:	Manager Human Resources
Team:	Human Resources	Supervises:	Nil FTE

Operational context

The Legal Practice Board (**Board**) is the primary designated local regulatory authority under the *Legal Profession Uniform Law (WA)*. The Board's mission is to be an effective, efficient and innovative regulator of legal services in Western Australia. The Corporate Services Division provides the full range of business services to facilitate the achievement of this mission including the oversight, reporting, management and optimisation of people, financial resources, information technology, information management systems, procurement, risk and contemporary, evidence-based policy, strategy and outreach services.

Role overview

The HR Administration Officer provides a quality customer-oriented human resource support service to the Board. The position assists with payroll activities, recruitment and selection administration, processing employee transactions and also performs a range of business support activities in relation to ordering office supplies, coordinating travel and accommodation, arranging catering for meetings and other administrative tasks as required. This role will also work closely with the Accounts Administration Officer to ensure cross training.

Key Accountabilities

Human Resources and Payroll

- Create and maintain personnel and payroll records in accordance with relevant Awards, Acts and Agreements, and ensuring the integrity of the HR database is maintained.
- Assist with HR enquiries, escalating as required.
- Prepare and assist with fortnightly payroll functions.
- Monitor and maintain the Human Resources email inbox.
- Assist with calculating leave entitlements, allowances and variations to salary.
- Process public sector employee transfers to and from other public sector bodies.
- Perform HR administration activities in relation to recruitment, selection and on-boarding.
- Assist in the preparation of HR reporting inclusive of quarterly MOIR reports.
- Maintain all HR related registers and master files.

Administration

- Organise meeting catering and ordering of office supplies as required.
- Make arrangements for, and provide advice on travel and accommodation in line with the Board's policies and guidelines.
- Undertake administration support including filing, records management, and mail.
- Assist the Board and all of its committees and teams in the performance of their functions.
- Perform other duties as required

Accounts Support

- Process daily banking receipts reconciling against the daily bank statement and remittances.
- Undertake timely and accurate accounts payable processing in accordance with procedures, regulations and policy.
- Assist with the preparation of purchase requisitions and case budgets.

Work related requirements

To be read in the context of the preceding sections of this document.

Essential

- Experience in the maintenance of staff records and payroll production using a computerised Human Resource Information System.
- Sound numeracy and problem solving skills with strong attention to detail.
- Well-developed written and verbal communication and interpersonal skills with the ability to liaise with internal and external clients at all levels.
- Demonstrated ability to work both independently and as an effective and supportive team member to deliver quality outputs and meet deadlines.
- Demonstrated ability to interpret legislation, policies and procedures.
- Demonstrated strong commitment to providing service excellence.

Reporting Relationships

This role has no direct reports

Our Values

Our values underpin everything we do, they guide the way we conduct our work, how we engage with each other and deliver services to our customers. The ability to demonstrate how you will apply our values is important to us.



Special Equipment/Requirements

Appointment subject to satisfactory National Police History Check and 100 point identification check.

Position Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

SIGNATURE

EXECUTIVE DIRECTOR

9 January 2025

DATE