



POSITION DESCRIPTION

Position Title:	Administrative Officer (People Performance and Capability)
Cluster / Business Unit / Division	Chief Operating Officers Group (COOG)
Section or Unit:	People, Performance and Capability (PPC)
Classification:	Band 3
Job Family:	Human Resources
Position Description Number:	PD-0825
Work Contract Type:	Administration
STEMM/NON-STEMM	Non-STEMM

POSITION PURPOSE

The **primary purpose** of the Administrative Officer (PPC) is to provide a range of administrative services to assist People, Performance and Capability (PPC) support ANSTO managers and employees to consistently apply human resources policies, procedures and other initiatives to meet business objectives.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The COOG brings together several corporate services functions from across ANSTO, creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Corporate Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Safety Assurance
- Capital Program Management Office

PPC comprises the functions of:

- Recruitment,
- Training and Development
- Industrial Relations
- Organisation Development and
- a team of Performance Coaches.

PPC upholds the professional standards of the organisation by providing leadership to the business on key people-issues; provide advice, support and guidance to managers on the application of the standards, and advocates for employees. This unit contributes to the design and manages the implementation of key projects to continuously improve the organisation's people processes and frameworks.

ACCOUNTABILITIES & RESPONSIBILITIES

- Provide a range of confidential administrative services and support to the [Recruitment Team and the PPC Unit](#) in all aspects of generalist human resources which are accurate, to deadlines and compliant with ANSTO procedures and broader employment legislation.

- Follow-up and respond promptly to internal customer requests and process corresponding HR Shared Services (HRSS) related actions.
- Create and run reports and perform other system transactions to capture and provide People, Performance and Capability with relevant workforce data.
- Manage sensitive information with confidentiality and tact, to ensure that all information is managed in an appropriate system and handled in a professional and appropriate manner.
- Co-ordinate the maintenance of HR information systems (in conjunction with HRSS) on behalf of the Performance Coaches including e-filing and register systems to ensure information is accessible and accurate.
- Consistent and reliable delivery of value adding performance objectives, and personal responsibility for own learning and development, keeping abreast of developments and undertaking appropriate programs to enhance knowledge and skills.
- Maintain a knowledge and understanding of current and pertinent HR legislation and statutory regulations.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- Determine key work priorities within the context of agreed work plans and consult with colleagues on complex, sensitive and major issues that have a significant impact on People, Performance and Capability or the wider ANSTO workforce.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Ensuring the accurate and on-time delivery of administrative services whilst managing conflicting priorities and deadlines.
- Keeping abreast of developments in employment practices as it relates to recruitment, the ANSTO enterprise agreement and changes to broader employment related legislation.
- Maintaining a knowledge of ANSTO business units where the range of client types, business activities and employee disciplines are diverse.
- Improving customer service, response times and delivery efficiencies

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction. • Receive expert advice. • Recommend and gain endorsement for plans and goals and other initiatives
Work area team members	<ul style="list-style-type: none"> • Contribute to group decision making processes, planning and goals. • Share advice on the most efficient and effective way of executing unusual processes
Direct Reports	<ul style="list-style-type: none"> • N/A
HR Shared Services	<ul style="list-style-type: none"> • Provide and receive information needed to execute HR processes.
Hiring / Line Manages	<ul style="list-style-type: none"> • Understand and deliver against needs
External	
Nil	

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Talent Acquisition Lead
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	No access
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362)

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Cert IV/Diploma in Human Resources or a related discipline and/or demonstrated equivalent experience.
2. Demonstrated experience providing support to an HR team or a similar business environment providing high-volume customer service.
3. Ability to maintain a high attention to detail while working with competing priorities, multiple stakeholders and high-volume.
4. Ability to work as part of a team, provide and receive advice, be flexible and agile, with the objective of providing excellent service to customers within and external to People, Performance and Capability.
5. Strong verbal and written communication and interpersonal skills.
6. Demonstrated ability to promote continuous improvement and willingness to implement change.
7. Excellent computing skills including Microsoft Office and SAP HR Modules and/or the demonstrated capability to learn new systems.
8. Ability to interpret and apply processes, policy and procedures.

VERIFICATION

Line Manager		Delegated Authority	
Name:	Andrew Sill	Name:	Gavin Kable
Title:	Head of Talent Strategy and Workforce Management	Title:	Director People Strategy and Performance
Signature:		Signature:	
Date:	4/8/23	Date:	4/8/23

