

Position Title People & Culture Officer	Business Area Governance & Reporting
Position Description Id.	Functional Unit People & Culture

Reporting relationships

Reports to:	Manager, People & Culture
Direct reports:	Nil

Context

Our Purpose

Scitech's purpose is to inspire engagement by all Western Australians in science, technology, engineering and mathematics.

Our Values

Passion - We are passionate about Scitech and our purpose. This passion is the energy that inspires our excellence.

Respect - We are honest, respectful and look out for each other's well-being. We foster a supportive community by being open-minded and welcoming of people of all ages, genders, abilities, and cultural backgrounds.

Innovation - We encourage innovation and creativity. We learn and grow by working together.

Fun - We share the fun we have at work by including each other and the community, engaging our own curiosity and encouraging it in others.

Sustainability - We minimise our environmental footprint, responsibly using our responsibility using our resources and energy.

Our context

As a not-for-profit organisation, we're reliant on the generosity of our government, education, corporate and community partners. Because of their long-term investment and support, we're able to do more, reach further, engage minds, inspire imaginations and enable STEM long into the future.

Primary purpose of the role

The Governance & Reporting portfolio is responsible for providing effective compliance practices and people support services to Scitech's business and holds responsibility for managing the State Government funding portfolio.

The People & Culture Officer is responsible for providing a wide range of both people services and administrative support to the People & Culture team. This includes work across the employee lifecycle (such as contracts, onboarding, learning and development and organisational development activities), maintaining employee records, supporting policy and procedure updates and supporting people services operational activities (such as performance reviews, remuneration reviews and talent management).

Summary of key accountabilities, challenges and relationships

Key accountabilities

- Undertake People & Culture activities across the employee lifecycle, including onboarding new employees, processing contract renewals and statistical reporting.
- Prepare employment contracts, monitor contract end dates, and complete related administration and record keeping activities.
- Manage queries from both internal and external customers on a daily basis, using initiative to find answers to complex queries and redirecting to the appropriate team member as necessary.
- Maintain employee records, including the organisational structure, ensuring accuracy and legislative compliance.
- Coordinate onboarding activities including pre-employment medicals, WWCC cards and Fit2Work applications, and induction workshops.
- Provide timely day-to-day advice and support to hiring managers in relation to recruitment and selection processes.
- Coordinate, in collaboration with the hiring manager, the full suite of recruitment activities. These may include, but are not limited to, position description development, drafting advertisements, and posting advertisements on the website and various job boards.
- Coordinate selection processes including candidate sourcing (advertising, referrals and searches), pre-screening, shortlisting, interview scheduling, interview practical assessments, delivery of assessment centre events and participation on selection panels.
- Complete capability and behavioural based referee checks and report preparation.
- Support the contract negotiation process.
- Attract suitably qualified and experienced candidates by writing targeted, contemporary and role appropriate job advertisements
- Complete capability and behavioural based referee checks and report preparation.
- Coordinate learning & development activities including sourcing training providers, bookings and record keeping.
- Support organisational development activities including volunteer, work experience, and people development programs.
- Assist with day-to-day administration functions of the team including purchase requisitions, data collection, quality and compliance activities, reporting and data entry.
- Support the Manager, People & Culture in employment relations activities, including interpreting awards, providing advice to managers and assisting in performance and grievance processes
- Support the development of policies, procedures and processes related to the role.
- Support team projects to ensure ongoing process improvements based on best practice and organisational needs.
- Undertake other duties as directed from time to time.

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Key challenges
<ul style="list-style-type: none"> High volume and fast paced work environment.
Key relationships
<ul style="list-style-type: none"> Internal customers including managers and staff. All business areas.

Capabilities and behavioural indicators	Essential or Desirable
<i>The following selection criteria are to be read in the context of the key accountabilities, challenges, and relationships of this position.</i>	
Role specific <i>and undertakes other duties as directed</i>	
Demonstrated experience working in a high-volume administrative environment, using digital technologies, to support people management activities.	E
Demonstrated ability to develop and implement effective processes for the delivery of people management transactional services including contract management, onboarding and induction.	E
Demonstrated experience supporting people development programs including volunteers, work experience, internships or similar.	E
Knowledge of Australian HR legislative frameworks (i.e. the Fair Work Act) and contemporary HR practices	E
Personal attributes	
Continuously displays dedication to personal integrity, accountability, flexibility, and collaboration	E
Team and self	
Demonstrated capability to use initiative and organisational skills, work independently, proactively and constructively participate in a team environment, and prioritise information and tasks to manage time effectively and meet deadlines.	E
Communication	
Well-developed written and verbal communication skills, as well as excellent interpersonal skills including the ability to build positive working relationships with customers and staff at all levels on a range of topics in a consultative role.	E
Technology	
Experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint.	E
Qualifications and licences	
Working with Children Check <i>or ability to obtain one</i>	E
National Police Clearance <i>or ability to obtain one</i>	E
Current membership or eligibility to attain a professional membership with AHRI	D

Signatures		
Employee		
Name	Signature	Date