

In mid-2014, an exciting Light Rail system in the Gold Coast came alive, linking people and communities along the coast. The G:link is operated and maintained by Keolis Downer Gold Coast (KD). Keolis Downer is Australia's largest private provider of multimodal public transport, operating G:link, Yarra Trams and close 1000 buses in Australia. Keolis Downer is a joint venture between **Keolis**, one of the world's largest public transport operators, and Australian services firm, **Downer**. As a world-class, reliable and integrated transport network, G:link is central to the Gold Coast City Council's 'Bold Future' vision to be a leader in sustainable living.

## HR Administrator

### Position Purpose:

Assist the Head of HR in supporting the Human Resources Management administrative function within the Company.

### Reporting to:

Head of HR

### Position Responsibilities:

- Administrative support of culture programs which reinforce the positive work environment including creation of posters, events support, data entry / co-ordination for the Head of HR, etc.;
- Updating HR/personnel files, HR documentation, policies and procedures, staff handbook and policy manual as directed;
- Supporting large-scale recruitment and selection which may include creating/advertising job specs online, recruitment documentation co-ordination, medical and aptitude assessment data entry and co-ordination, reference checking, co-ordination of applications, etc.;
- Support the onboarding of new employees ensuring accurate data entry into the relevant HRIS;
- Support injury and rehabilitation/return to work process through accurate data entry, record keeping, report creation;
- Training co-ordination support for the training function including creation of training documentation, data entry, monitoring training course attendance, booking employee training, preparing training facilities and equipment, booking rooms and funding documentation, etc.;
- Support the end of employment process which may include exit interviews, return of uniforms, Company items etc.;
- Respond to employee HR-related queries where required;
- Assist the HR department in supporting our employees while conforming to employment law requirements;
- Liaise with external shareholders where required;
- General day to day HR admin including HR systems updating and creation, report generation including updating internal HR database, sick/annual leave, file maintenance, creation of rail safety worker ID card, etc. Ensuring compliance with all personnel documentation; and
- Supporting the Head of HR in maintaining a vibrant and dynamic workplace. This will involve ad-hoc duties from time to time as directed by the Head of HR.

### Profile Requirements:

- Minimum 3 years' experience in administration;
- HR Administration experience desirable;
- Proficient in Microsoft Office applications.

### Profile Requirements:

- Enjoy the challenge of a varied work day, ability to multi-task;
- Excellent attention to detail with the ability to review processes and procedures;
- Enjoy working autonomously without the need for micro-management;
- Ability to act and behave with integrity and in accordance with the KD's code of conduct and values at all times and in such manner so as not to bring KD into disrepute or disrespect;
- Be highly self-motivated and dynamic, with a positive can-do attitude;

- Ability to maintain confidentiality at all times;
- Excellent organisational skills, with an ability to prioritise important projects;
- Have excellent administration and communication skills; and
- Be fluent in written and spoken English, and legally entitled to live and work in QLD.

All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Safety Environment and Quality that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continuous improvement processes and systems
- Participate in internal and external audits for continuous improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continuous improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the SQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting

*As part of the recruitment processes at KD, job applicants will be required to provide a National Police Certificate. Further to this, successful candidates will be required to provide a National Police Certificate where requested throughout employment. Given the nature of the position you have applied for and, in particular, the duties and responsibilities that it includes, KD considers this to be a reasonable requirement. KD will assess a candidate's and employee's criminal record history against the inherent requirements of the relevant position before making a determination as to their suitability or otherwise for the role.*

*Keolis Downer is an Equal Opportunities Employer.*