

# KATHERINE WEST HEALTH BOARD ABORIGINAL CORPORATION

## POSITION DESCRIPTION

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POSITION TITLE:	HR & Finance Support Officer
SUPERVISOR:	HR & Training Co-ordinator
CLASSIFICATION LEVEL:	AO3/AO4
LOCATION	Katherine

### SUMMARY OF POSITION:

The HR & Finance Support Officer (HRSO) will participate in recruitment for all health Centre staff, ensuring processes are in line with Katherine West Health Board (KWHB) policies and procedures. This role has a strong focus on liaising with Health Centre management, external recruitment agencies and Board Members to maintain an appropriately skilled workforce including organizing staff travel and orientation. The role also supports the Finance Officer in his/her support role to the KWHB Accountant.

### PRIMARY RESPONSIBILITIES:

1. Using relevant agreements, policies and procedures, provide HR support to staff regarding recruitment, work conditions, benefits and employee support services
  2. Assist with maintaining all documentation relating to staff processes including: letters of appointments, position descriptions, pre-employment and induction packages, and all other related documentation
  3. Ensuring licenses and registrations are up to date, including Criminal History and Working with Children checks, relevant professional registrations, licenses and professional development and assisting with the renewal process where necessary
  4. Assisting the HR & Training Co-ordinator with all aspects of recruitment processes
  5. Ensure staff have current Letters of Appointment and increment increases are approved as they fall due
  6. Organizing appropriate induction programs for new staff in conjunction with relevant professionals and external agencies and assisting with induction paperwork for new employees
  7. Arranging staff travel and accommodation, as required,
  8. Assist in the maintenance of personnel files and databases, both electronic and paper, and ensure that records and other documentation are filed in a timely manner, including archiving personnel files and terminated staff
  9. Work collaboratively with PHC Administration team to ensure internal and external client services are provided
  10. Participate in and assist with training and mentoring of new staff and other KWHB employees where appropriate, in particular training, support and supervision for remote administrative staff in both a town setting as well as at a local community level
  11. Assist the health leadership team to arrange professional development and training for primary health care staff and coordinate travel and accommodation arrangements
  12. Assist with the commencement and termination of all employees
  13. Support the Business Operations Co-ordinator in processing basic KWHB Creditors, Payrolls, Timesheets
  14. Any other duties as required by your Supervisor
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**Approval:**



14/12/18

Sean Heffernan  
Chief Executive Officer

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Signature

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Date

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