

POSITION DESCRIPTION

Position Title:	People & Culture Administrator	Position No:	HRCOO
Position Type:	Permanent Part Time	Classification:	AO4
Location:	Darwin, Northern Territory	Reports to Position:	HRMAN
Reports to:	Head of People & Culture	Last Updated:	30.7.25

POSITION OBJECTIVES

Provide confidential and professional Human Resources (HR) administrative support to members of the Darwin Port People and Culture team.

MAIN DUTIES/KEY ACCOUNTABILITIES

- Provide day to day HR administration support to the People and Culture team and the business as required.
- Assist the People and Culture team and managers in the coordination of recruitment, onboarding, off boarding and service awards.
- Support the People and Culture Specialist in the processing of fortnightly payroll as required.
- Provide support in the administration of the Human Resource Information System (HRIS), Learning & Development (LMS), ePerformance (EPM) and employee related systems and programs.
- Assist with the coordination and administration of the employee training, wellbeing and benefits program, and schedule calendar of events.
- Assist in the uniform ordering and distribution process including processing purchase orders and invoices.
- Contribute to meetings and presentations including associated documentation, including minutes, as required.
- Upload and update content on the Darwin Port People and Culture intranet sites ensuring a high level of quality and the publication of accurate information.
- On occasion you may be required to be contactable outside of your ordinary hours of work.
- Contribute positively to continuous improvement activities and initiatives at Darwin Port.
- Other duties as directed by your supervisor from time to time.

QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Current MSIC or ability to obtain • Certificate IV in Business, and/or HR administration experience as a minimum • Current NT drivers' licence 	<ul style="list-style-type: none"> • Diploma in Human Resources Administration • Advanced MS Office experience • Knowledge of legislation and compliance requirements for human resources, taxation, superannuation, payroll systems •

SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty, and integrity in line with Darwin Port values.

EMPLOYEE SIGNATURE: _____ DATE: _____

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- Well-developed interpersonal and communication skills, with the ability to relate professionally, tactfully, and effectively at all levels internally and with external stakeholders to achieve company outcomes.
- Excellent written and verbal communication skills
- Well-developed computer skills, to work across a range of systems and software, including digital media and social media platforms Microsoft Suite, Facebook, LinkedIn and other social media platforms.
- Manages time and uses tools effectively to assist with planning and organising.
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate.
- Excellent organisational, problem solving and administrative skills, with attention to detail with a high-level of verbal and written communication skills
- Ability to apply safe work practices in performing duties and responsibilities and to proactively identify and report and/or resolve potential risks and hazards

VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety.**

You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.

EMPLOYEE SIGNATURE: _____ DATE: _____