

ROLE CHARTER

POSITION:	HUMAN RESOURCES ASSISTANT
Reports to:	Human Resources Business Partner- Talent
Accountable to	Manager Human Resources
Group:	People & Performance
Date revised:	March 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To provide administrative support to the Talent Acquisition team throughout all stages of the recruitment lifecycle, ensuring at all touchpoints an exceptional and seamless candidate and stakeholder experience.

Core Accountabilities

1. Support the Talent team in the delivery of end-to-end recruitment activities, with a focus on exceptional candidate care and a commitment to making things easy for recruitment partners.
2. Coordinate the posting of job advertisements within Council's systems and external platforms, assist in conducting candidate screening, collating candidate documentation, and ensuring exceptional document management across all areas of the recruitment lifecycle.

3. Coordinate and schedule interview panels for recruitment activities, including but not limited to booking interview dates with Hiring Managers and recruitment leads, booking rooms, inviting candidates to interview, and preparing interview documentation for panel representatives.
4. Organise and conduct pre-employment checks for preferred candidates within recruitment processes and undertake administration tasks to finalise talent processes within Council systems in preparation for employee onboarding.
5. Provide support and assistance to the broader Human Resources directorate on employee management including preparing contracts, collating and managing employee information changes and updates, and supporting the team in administrative tasks that help maintain smooth operations.

Undertaking any other duties, projects or tasks as directed by the Human Resources Business Partner - Talent which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Cert III in Business Administration or related discipline, or related experience in administration.
2. Contemporary industry knowledge and demonstrated experience in a similar role providing high-level administrative support.
3. Exceptional Customer Experience and communication skills, with a keen focus on delivering quality experiences for internal and external stakeholders.
4. Proven ability to work productively as a member of a team and contribute to team goals.
5. Demonstrated high attention to detail and the ability to prioritise work, meet deadlines and manage competing demands.

Date:

Agreed:

Employee Name

Employee signature