

People & Development Administrator

- Full Time Permanent role, 37.5 hours per week, M-F 8:30am-5pm
- Flexibility to WFH and in South Melbourne office
- Experience everything that HR has to offer!
- Join a friendly and close-knit team to support close to 200 employees
- Development and career progression opportunities

About the business

DPM is a leading accounting and financial services firm based in Melbourne since 1964, and in Sydney since 2015. We have a well-established People & Development team that supports close to 200 professionals, currently in a hybrid arrangement of office-based and remote work across Melbourne and Sydney.

About the opportunity

The successful candidate will join a friendly and supportive team that love to pop out for a sneaky coffee and banana bread from time to time. This position would be suited to a natural organiser; someone who looks at administration processes with a continuous improvement mindset and is not afraid of innovation. If you're passionate about HR and looking for career development and experience, this role could be perfect for you!

The responsibilities of the role include:

- Administering the employee life cycle (including onboarding, probation, variations to employment agreements, offboarding processes)
- Acting as the first point of contact for internal stakeholders
- Accurately maintaining employee related data and information
- Assisting our people with HRIS training and troubleshooting
- Driving the content creation for People News section of DPM's internal weekly newsletter
- Participating in Organisational Development and other important project work like the Wellbeing Program

The full position description is available on the next page.

Who we are looking for:

- A motivated individual who is passionate about the HR and the employee experience
- A team player with demonstrated ability to use initiative, take ownership and prioritise
- Someone with exceptional written and verbal communication skills
- An enthusiastic participator in team meetings and organisation events
- A computer literate and tech savvy individual – MS Word, Outlook, Excel, Teams etc
- Someone with previous experience in an HR or a general administration role (*minimum 12 months*) & a tertiary qualification in Business, Human Resources, or Psychology (*required*)

Interested?

To apply, please submit your CV and Cover letter to careers@dpm.com.au
Candidates that totally wow us will be contacted for interview immediately!

To be eligible, you must be an Australian Citizen or PR, or have full working rights.



DPM has provided medical professionals with financial advice throughout their career from student to qualified consultant for over 50 years.

People & Development Administrator

Division	Client Engagement
Department	People & Development
Manager/Team Leader	People & Development Manager
Position description reviewed	April 2021

Purpose

The P&D Administrator is the first point of contact for internal stakeholders. Importantly, this role administers the employee lifecycle and coordinates the implementation and delivery of People & Development related programs.

What does 'good' look like for this role?

- Employee related data and information is accurate and maintained
- Stakeholders are provided with a high level of personalised support for their P&D needs
- The Administrator shows initiative, anticipates requirements and takes ownership of responsibilities
- Leaders and employees know where to find the information they need in relation to P&D policies and processes
- The Administrator can demonstrate how they are contributing to improving the employee experience
- The P&D function runs smoothly and effectively

Responsibilities

Administration

- Management of the P&D Inbox. Respond, action, or escalate queries as required
- Collaborate with Marketing and P&D team to deliver internal weekly newsletter and drive the content creation for People News section
- Complete onboarding and offboarding processes
- Administer variations to employment arrangements e.g. fixed term contracts; flexible work arrangements; secondments; remuneration administration.
- Administer DPM's Probation and Feedback and Development Program processes
- Administer the Corporate Learning and Development Program
- Facilitate survey set up and feedback loops for DPM's internal Onboarding, Exit, and other surveys as required e.g. Engagement & Pulse surveys
- Ensure employee personnel files / records are accurately maintained
- Provide support to other members of the People & Development team as required

Systems

- Maintain accuracy of HRIS database and employee records
- Act as champion for HRIS software
- Coordinate internal training and troubleshooting of HRIS

Generalist HR

- Contribute to the development and ongoing review of P&D policies and procedures
- Contribute to a program of continuous improvement
- Participate in Organisational Development and other project work as required
- Contribute to the improvement of the employee experience through active participation in wellbeing and engagement activities

Qualifications, Skills & Experience

- Previous experience in an HR or general administration role (*minimum 12 months*)
- Tertiary qualifications in Business, Human Resources, or Psychology (*required*)
- Computer literacy – Microsoft Suite incl Outlook, Excel, Word (*intermediate - advanced*)
- Advanced co-ordination/administrative skills
- Exceptional written and verbal communication skills
- Demonstrated and well-developed relationship management skills
- Flexible and adaptable with a capability for multi-tasking
- A team player with demonstrated ability to use initiative, take ownership and prioritise

We're a company known for our values as much as our expertise.



Teamwork

Collaborating as one



Accountability

Owning our actions



Expertise

Providing innovative solutions



Recognition

Valuing our people and clients



Integrity

Acting with honesty, fairness and respect



Passion

Enjoying everything we do