

## Administrator, Human Resources

- Contract position with flexible hours (up to 2 days a week)
- Be involved in a broad range of Human resources support
- CBD based

### About us

Sydney Diocesan Services (SDS) is committed to enhancing the capacity for mission through the provision of a range of professional services to organisations and churches in the Anglican Church Diocese of Sydney.

### About the role

This role is a contract role for an initial period of up to 6 months which will be key in supporting the provision of varied Human Resource activities and office services.

You will help ensure key HR processes occur through your administration support. This role will involve administration around recruitment, induction, WH&S and all aspects of the employment cycle, as well as providing reception relief at times.

Some key areas will be:

- Assisting in the recruitment of new staff
- Conducting on-boarding and exiting employee processes
- Managing of accurate and up-to-date employee records
- Providing HR support for the entire employee cycle
- Drafting and developing HR documents and policies
- Assisting the HR Manager in all aspects of the HR Function
- Updating the staff Intranet and developing communications
- Tracking and monitoring learning and development
- Maintaining our WH&S systems
- Providing reception relief as needed

### About You

This is a great role to build on your administration experience you have gained in a corporate environment and gain exposure to human resources. You may currently be studying human resources and are seeking to gain experience in human resources. You will be enthused to serve in a Christian organisation with your particular set of skills and have an excellent eye for detail, coupled with initiative.

Consistent with the ethos and values of SDS, applicants for the position should have a demonstrated Christian commitment, ideally as a member of an Anglican church in the Diocese.

- Apply now with a covering letter and resume to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au)
- Please call **Rebecca Addario**, on 9265 1559 for enquiries and a position description.



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