



HR Administrator - 14 month Parental Leave Cover

- Work in a performing arts organisation with passionate team members
- Make an impactful contribution to ASPA working closely with the P&C Manager
- 14 month Parental Leave Cover in HR

HR Administrator – 14 month Parental Leave Cover

Apply today for this full-time HR role in our dynamic and purposeful organisation!

As home of the AGC and ASPA Education, the Australian School of Performing Arts is committed to enriching the lives of those in our community and workplace by fostering an outlook that is forward thinking and adaptable. We pursue excellence through collaboration, creativity and respect in our workplace, our classrooms and on the stage. ASPA is the home of the 6,500 strong Australian Girls Choir (AGC) and leading Performing Arts program providers ASPA Education and Raw Energy Dance Education (REDED). With offices in Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney, and more than fifty part-time and full-time roles, we are often on the lookout for dynamic team members. As ASPA continues to grow our offerings, including international expansion in 2024, we currently have a 14 month Parental Leave opportunity available in our Corporate Services team.

This full-time 14 month contract role is based in the Kew East Head Office, Monday to Friday.

In the HR Administrator role you will:

- Administer all personnel paperwork in the employee life cycle including Letters of Appointment, contract variations, Working With Children Checks and 100 point identity checks.
- Take a high level of responsibility for your key task areas.
- Report to the People & Culture Manager and keep them informed of general HR matters.
- Have the opportunity to experience all facets of People and Culture – assist with recruitment and on-boarding, Orientation & Engagement and Payroll.
- Maintain personnel paperwork files and create new profiles for staff members in HR3.
- Provide internal customer service to staff regarding employee information.
- Respond to, or direct, queries by email.
- Administer casual staff absences submitted by email and phone.
- Maintain AGC venue timetables, master timesheets and digital pays spreadsheets and complete fortnightly casual timesheets.
- Assist the P&C Manager and hiring managers with advertising and recruitment processes.

Requisite skills:

- Exceptional administration skills and ideally, 2+ years of experience in a office-based HR or admin role.
- Excellent communicator with highly developed interpersonal skills.
- Ability to meet deadlines
- Organised and focussed but also flexible and responsive in a changing environment.
- Proactive in their work approach.
- Intermediate knowledge of Microsoft Office suite.
- Be self-motivated and able to operate both independently, and in a team environment
- Hold a qualification in HR or a related field (desired)
- Have a valid Working with Children's Check

About the role:

Full-time position including all entitlements. \$55,000 - \$60,000, plus superannuation. Salary will be based on the individual's skills and experience. Many team members at ASPA manage study or family commitments in addition to their work life and we are keen to discuss your requests, and ours, with the right candidate.

About ASPA – an Australian Employer of Choice:

- We're an **innovative, collaborative and dynamic workplace**, where a shared interest in the performing arts brings together people from a variety of backgrounds with unique skills.
- We value the **individual growth** and contribution of our staff members and offer access to learning and development programs.
- We support our team members to achieve their **best mental health** including by providing wellbeing activities and a free Employee Assistance Program
- We encourage our team members in their **various work and life pursuits and commitments** with access to flexible work arrangements, volunteer leave and ways to support our Charity Partner, Girls from Oz
- We embody **passion, dedication, enthusiasm and energy**.

We are looking for people with the skills and experience to fulfill the role requirements but also who share our values – respect, integrity, collaboration, innovation and excellence. ASPA is committed to providing equal employment opportunities and encourages applications from people with diverse backgrounds. If you're interested in working with us, please send your one page cover letter and resume in one document addressed to our HR Administrator, Jacinta Simpson. **Applications close Monday August 5.**

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