

**POSITION DESCRIPTION**  
**Payroll and HR Administrator**  
Weave Youth & Community Services

<b>Position title</b>	Payroll and HR Administrator
<b>Reports to</b>	Human Resources Manager
<b>Program</b>	Weave Office
<b>Responsible for</b>	Managing all aspects of the payroll process and assisting the HR Manager with providing human resources support for the organisation
<b>Location</b>	A combination of office days and working from home arrangements are available
<b>Hours</b>	Part-time Negotiable: 25-28 hours per week worked over 4 longer days or 5 shorter days Monday - Thursday or Monday - Friday
<b>Status</b>	Permanent: All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
<b>Award</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
<b>Remuneration</b>	SCHADS SACS Level 3 Paypoint 1-4 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. Weave <i>hourly rate range for Level 3 Paypoint 1-4 \$39.09 - \$41.91</i> <ul style="list-style-type: none"> <li>● Plus Superannuation @ 11%</li> <li>● Plus Annual Leave Loading of 17.5%</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>● Generous salary sacrifice</li> <li>● Above Award hourly rates based on a 35 hour week</li> <li>● Bonus paid leave days over Christmas and New Year</li> </ul>

**About Weave Youth & Community Services**

[Weave Youth & Community Services](#) is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 48 years. Weave's purpose is to empower people to change their lives, and healing and connection is at the centre of our work. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

## Summary of the Position

The Payroll and HR Administrator role is responsible for managing payroll operations and assisting in Human Resources and Recruitment administration. Collaborate with the HR Manager to streamline HR administrative processes and enhance overall human resources efficiency across the organisation.

## Key Responsibilities

- Efficiently manage payroll processes, ensuring accuracy
- Ensure compliance with all payroll legislative requirements and compliance with company policies and regulations
- Regularly review, update and document payroll processes
- Provide HR administrative support, including assistance with recruitment activities including scheduling interviews, coordinating interview panels, ensuring timely candidate communication and follow ups, conducting reference checks for candidates and Weave volunteers and maintaining applicant records
- Assist with a range of Human Resources projects and initiatives as required
- Maintain confidentiality and integrity in handling sensitive employee information
- As needed, provide administrative support to Weave leadership team
- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role
- Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct

## Selection Criteria

1. Minimum 2 years experience in payroll management and HR administration
2. Excellent communication and interpersonal skills
3. Ability to adapt to changing priorities and work in a fast-paced environment
4. Team player with strong communication, negotiation and conflict resolution skills and ability to remain calm under pressure
5. Strong attention to detail and ability to prioritise tasks effectively
6. Understanding of the importance of cultural safety for Aboriginal and Torres Strait Islander peoples, the strengths of Aboriginal and Torres Strait Islander peoples
7. Common sense and an excellent sense of humour
8. NSW Working with Children Check
9. National Police Check

## Desirable

1. Experience working in a not for profit environment