

Position Description

TITLE:	HR Administrator
REPORTS TO:	Personnel Director
PEOPLE WHO REPORT TO YOU:	N/A
EMPLOYMENT TYPE:	Part-time (0.6 FTE)- 12 months fixed-term contract
ROLE DESCRIPTION:	Providing organisational and administrative infrastructure that supports the personnel function by ensuring systems, reporting, compliance, and documentation are accurate, up to date, and effective.

ABOUT SIM:

Convinced that everyone needs to hear the Gospel, our heart is to make disciples of Jesus in communities where He is least known.

We partner with local Australian churches in equipping and sending out cross-cultural gospel workers, with a variety of skills and talents, to serve in a diverse range of ministries.

We also seek to demonstrate Jesus' love and compassion to the vulnerable by offering holistic care through our aid and development arm, SIMaid.

We are part of a global organisation that has 4,000 workers in 70 countries.

In dependence on God, we engage people in praying and supporting workers and ministry activities around the world.

KEY RESPONSIBILITIES:

1. Reporting & Data Management

- Generate reports from ThankQ for National Director & Finance Director
- Provide accurate data regarding: Personnel movements (arrival/departure); Home Assignment status; Field assignments
- Maintain data integrity and consistency

2. Systems Management (BambooHR)

- Maintain the structure and accuracy of the system
- Ensure data is current and reliable
- Support users (Personnel Support Officers) as needed

3. Contracts & Formal Documentation

- Prepare contracts for staff & secondments for members
- Track contract timelines and renewals
- Maintain templates and ensure consistency

4. Policy & Forms Management

- Update and maintain: Policies, Forms, Documentation used across personnel processes
- Ensure accessibility and version control

5. Recruitment & Advertising

- Coordinate advertising for new roles
- Manage application administration (at organisational level)
- Support recruitment processes (not mobilisation pipeline)

6. Compliance & Governance

- Ensure alignment with relevant legal and organisational requirements
- Maintain documentation required for audits or governance

7. Training Support (Light Coordination)

- Assist with organising training events or requirements
- Track completion where needed

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:

- High attention to detail
- Strong systems and data management capability
- Ability to work independently and accurately
- Discretion with confidential information
- Process-thinking mindset
- A process-improvement mindset with a desire to improve systems and learn new skills
- A positive attitude and commitment to supporting others

DESIRABLE REQUIREMENTS:

- Experience working with HR Information Systems (HRIS)
- Experience preparing contracts and managing employment documentation
- Experience in recruitment administration
- Understanding of compliance, governance and policy management processes
- A process-improvement mindset with a desire to improve systems and learn new skills
- A positive attitude and commitment to supporting others

SUMMARY

This is an exceptional role for a devoted Christian who is looking to use their skills to serve the spreading of the gospel of our Lord Jesus Christ to all nations. This role covers a wide range of activities as part of a growing organisation, within a committed and supportive environment.

We would love to have you join us in bringing Jesus' love and care to the world.