

# A more equitable world through better health.



## POSITION DETAILS

TITLE	People Administrator
CLASSIFICATION	Professional Level 4.2 – 4.4: \$74,219 - \$77,096 + super + salary packaging
TIME FRACTION	Full Time
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	People Manager
DIRECT REPORTS	Nil
LAST UPDATED	May 24

## POSITION SNAPSHOT

The People Administrator will provide operational and administrative support across the People function and employment lifecycle, including talent acquisition, induction, onboarding, employment variations, HR compliance, and general HR queries. A key part of the role will also be maintaining HR system updates and reporting. The incumbent will play a key role in maintaining a professional, timely and effective People customer service across Burnet.

## KEY RESPONSIBILITY AREAS

1. EMPLOYEE LIFE CYCLE ADMINISTRATION SUPPORT	<ul style="list-style-type: none"><li>Management of the People inbox, responding to and triaging enquires to different team members.</li><li>Actioning contract variation reminders and letters and monitoring &amp; following up contract extensions.</li><li>Managing the onboarding, inductions, and offboarding process for employees.</li><li>Supporting recruitment and new appointment administration of new staff, students, and other roles.</li><li>Collating HR data for audits, external reports and as requested.</li></ul>
2. HR SYSTEM ADMINISTRATION	<ul style="list-style-type: none"><li>Manage administration of our People System (ActionHRM).</li><li>Conduct regular People reporting (e.g. overseas staff numbers, data integrity, reporting data, compliance reports).</li><li>Support online travel platforms.</li><li>Support employee engagement platform (Culture Amp).</li></ul>
3. OTHER	<ul style="list-style-type: none"><li>Review and maintain People information on the intranet and post People related content.</li><li>Manage compliance of employee working rights, police checks, and counter terrorism checks.</li></ul>
4. TRAINING	<ul style="list-style-type: none"><li>Responsible for completing all required training in line with the position / role.</li></ul>

## KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES	
1. A minimum of one year experience working in a HR support role.	Essential
2. Previous experience in HR system administration with demonstrated ability to learn new systems.	Essential
3. Excellent HR customer service skills with the ability to action HR enquires/tasks in an efficient & effective manner.	Essential
4. Previous experience managing responsibilities that require a high level of attention to detail.	Essential
5. Advanced knowledge and experience in Microsoft Excel with ability to perform complex data manipulation, use a range of formulas e.g. Vlookup, and create pivot tables.	Desirable
6. A Bachelor degree in HR or Business.	Desirable

# About Burnet Institute

## Vision

A more equitable world through better health.

## Purpose

Create and translate knowledge into better health so no-one is left behind.

## Values

Respect, Equality, Inclusiveness, Diversity.

## Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

## What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

## Where we work

 Priority countries:  
Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

## Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



## BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

## OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

## ENQUIRIES

For enquiries, please contact [careers@burnet.edu.au](mailto:careers@burnet.edu.au)