

## Position description

<b>Position title</b>	Future Workforce Administrator
<b>Group / Branch</b>	People, Safety & Governance / Future Workforce
<b>Reports to (Title)</b>	Group Manager, Future Workforce
<b>Competency level</b>	Individual Contributor

## Job Purpose

South East Water innovates with purpose and acts with care' to deliver healthy water for life for our customers' community and environment.

One of our five strategic pillars is empowering our people – we're one team that reflects the diversity of our customers. We welcome differences, and everyone's ideas and viewpoints are valued, building a safe space where people find inspiring opportunities in water.

The Future Workforce Administrator role is a highly collaborative role, working closely with all members of the Future Workforce team ensuring workshops and events are managed and run successfully, Aquanet (Intranet) pages and articles are engaging and up to date, culture and L&D projects are implemented and monthly compliance and people reporting is completed on time. The role will also have some administrative requirements such as managing compliance training data, updating training attendance, managing addition of contractors to compliance training and procurement activities.

## Key Accountabilities

- Assist with the administrative tasks associated with the Diversity, Equity and Inclusion calendar including the planning and coordination of events.
- Assist the Future Workforce team with the coordination of events and workshops
- Responsible for keeping Aquanet (Intranet) pages up to date and accessible for our employees ensuring they are receiving the knowledge and information they require regarding events, changes and activities
- Management of administrative tasks including of purchase orders, invoicing and data entry.
- Ensure training attendance records are up to date and report on these as required
- Assist the People Analyst with ongoing month end people reporting and ad hoc reporting (internal and external) such as running reports and updating spreadsheets
- Assist with the administrative tasks associated with GEAP development and reporting
- Coordinate Capability Insights report and any individual and team profiling tools
- Manage the Organisational Development inbox, ensuring employees requests are responded to within 48 hours
- Schedule meetings, prepare agendas, and take minutes, ensuring follow-up on action items.
- Support and identify system and process improvement opportunities

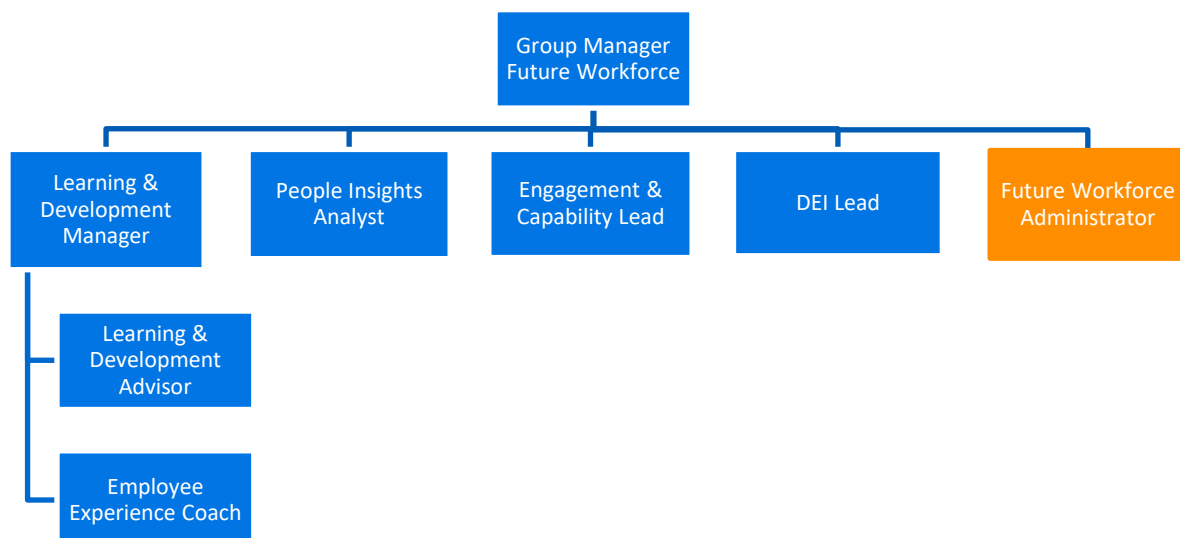
- Ensure all people related documents are correctly filed and stored

## Knowledge, Skills & Experience

- A tertiary qualification in Human Resources or other relevant discipline, is desirable
- 1 – 2 years of experience in co-ordinating projects, events and administration tasks desirable.
- Passion towards Diversity, Equity and Inclusion favourable.
- Proven ability to build strong and trusting relationships with internal and external stakeholders.
- Well-developed analytical, written, and verbal communication skills with attention to detail.
- Ability to plan, organise and follow through on projects.
- Demonstrated ability to be discrete and deal professionally with confidential information, issues and data.
- Strong communication skills both written and verbal and able to apply different approaches
- Customer service skills focusing on building relationships and key stakeholder engagement.
- High proficiency and literacy across the Microsoft suite of products and LMS would be an advantage.
- Experience in scheduling meetings, preparing agendas, and taking minutes.
- Ability to connect and work collaboratively in a fast-paced people environment.
- Ability to manage multiple tasks and prioritise effectively.
- Strong interpersonal skills and collaboration skills and able to build relationships and foster a positive work environment

## Dimensions

### Organisational Chart



## Number of people managed:

n/a

## Size of budget managed:

n/a

## Value of Assets managed:

n/a

## Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.