
PEOPLE & SAFETY DIVISION

Travel and HR Officer



Objectives of the Division:

The People & Safety Division provides advice and service relating to the management and effectiveness of staff, apprentices and trainees employed by MEGT.

The Division's main objectives are:

Workplace Health, Safety & Environment

- A safe and healthy working environment – *Think Safe, Work Safe, Home Safe*
- Environmentally friendly work practices

Talent Management

- Attract, engage & retain the right people
- Build on staff performance, learning & development
- Develop a skilled and diverse workforce that meets current and future business needs

Objectives of the Position:

This role will be responsible for the monitoring and continuous improvement of MEGT's corporate travel requirements and assisting with administrative tasks in relation to other functions within the Division. This role will also provide backup in recruitment and payroll processes when required.

Relationships:

- reports to General Manager People & Safety
- People & Safety team
- Health, Safety and Environment Coordinators
- Accounts Payable and Receivable
- all MEGT Management and Staff
- external stakeholders in relation to health and safety, travel and fleet management

Dimension:

- Division: People & Safety
- Employees directly supervised: Nil
- Agreed outcomes: as per Key Performance Indicators

Selection Criteria:

- Excellent interpersonal and communication skills
- Good computer skills including the microsoft suite
- High level of administrative skills
- Ability to demonstrate effective time management skills

- Capacity to work autonomously efficiently, be highly organised and have a keen eye for detail
- Experience in following internal procedures and policies
- Friendly and flexible team player.

Qualifications, Skills and Attributes:

- Good customer service skills
- Responsible and reliable. Self motivation and self management
- Well presented with a professional, confident and friendly image
- Ability to work independently or within a team environment, show initiative and be receptive to change
- Capacity to contribute to personal and organisational development
- Problem solving with a focus on good outcomes
- Ability to work to deadlines.

Duties & Responsibilities:

Travel:

- Monitor MEGT travel and accommodation processes
- Liaise and negotiate with accommodation providers, car hire providers and airlines on best practice travel
- Ensure that travel is undertaken in accordance with the travel policy
- Ensure MEGT receives value for money by regularly comparing quotes and negotiating with other airlines and hotels
- Provide staff with prompt, accurate and relevant information and assist them by booking their travel and accommodation
- Maintain the Travel Intranet site as required
- Where necessary arrange travel and accommodation for conferences and group bookings
- Manage the payment for all travel and related costs
- Monthly travel board report and monthly travel spend report to Chief Executive Officer
- Reconcile payments and invoices at the end of each month.

Health, Safety & Environment

- QuickSafe Administration:
 - Enter Certificates of Capacity
 - Process Invoices with MEGT accounts and workers compensation insurer agents
- Hearing Tests:
 - Process invoices
 - Enter results in database
 - RMS reporting
- Archive Coordination:
 - Coordinate scheduled archive program
 - Retrieve archived material as required
- Legal Administration:
 - Retrieve, collate and send files and information for hearings
- General Administrative Assistance:
 - Create manual files as required
 - Laminate documents
 - Enter Host Evaluations into WHS documents and update Host Evaluation tracking sheet

- Other tasks as directed.

Fleet:

Provide assistance to the National Fleet Coordinator in relation to the following tasks:

- Maintaining the Fleet Intranet site
- Processing driver change forms and fines/infringement notices
- Liaising with MEGT's Fleet provider
- Reviewing, distributing and allocating Fleet incoming correspondence (fines, e-tags, fuel cards to drivers, update relevant vehicle files)
- Managing staff fleet queries accurately and efficiently.

Staff Payroll:

- Manage sick leave and annual leave reporting
- Maintain MEGT's organisation charts in Visio
- Assist with timesheet processing as needed.

Note: The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capabilities expected of this role.

Key Performance Indicators:

- Meet all travel and fleet processing deadlines
- Improve internal and external customer satisfaction levels
- Process all Travel and Fleet requests in line with the relevant Policy and Procedures
- Deliver all board and other reporting requirements within the allocated time frames.

Health, Safety and Environment (HSE) Responsibilities:

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

Police Check:

This position is required to undertake a **National Police Check**. The National Police Check must be renewed every 2 years from the date of the initial check as a minimum.

Diversity:

MEGT is committed to welcoming and maintaining a diverse workforce, which will help us attract and retain a team of talented people to better serve our clients and improve business results.