

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	People and Culture Administrator		
Unit:	People, Safety and Culture		
Department:	Human Resources		
Location:	202 Greenhill Road, Eastwood		
Manager:	Human Resources Advisor		
Employment:	Part Time (0.6FTE)		
Last updated:	December 2025	By whom:	Human Resources Advisor

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services.
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies

Our core values are represented by three value statements:

 <p>Care</p> <p>We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.</p>	 <p>Integrity</p> <p>We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.</p>	 <p>Excellence</p> <p>We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.</p>
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Unit role and objectives

People, Safety and Culture

The People, Safety and Culture unit partners across the organisation to design, develop and implement strategies that will attract, engage and develop employees to build a high performing culture with a strong focus on safety and wellbeing.

Position overview

The People and Culture Administrator will be responsible for providing high level support across the wider People, Safety and Culture (PSC) team. This role will be instrumental in ensuring the upkeep and accurate documentation of employee records and other HR related documentation as well coordinating a number of key functions of the employee and volunteer life cycle such as recruitment and onboarding.

Reporting relationships

This position reports to:

Human Resources Advisor

Number of staff reporting to position:

Nil

Key accountabilities (outcome based)

- assist the broader PSC team by providing support to employees and managers, including responding to volunteer and employee queries and requests, triaging where required to the broader team
- organisation and maintenance of employee personnel files, training records and systems including the maintenance of the HRMS
- assist the PSC Team in the coordination of HR/WHs & Volunteer training, compliance training and cyclical employee activities
- preparation of employment contracts and other internal employee and volunteer documents
- improve efficiencies by streamlining systems, processes, that provides managers and employees with consistent documentation, templates and toolkits
- coordinate all employee movements and notification processes concerning transfers, promotions, probations, change in employment conditions, award increases and fixed term appointments in a timely and accurate manner
- coordination of key recruitment and onboarding tasks such as pre-employment checks and screening for employees and volunteers as well as off boarding tasks
- coordination of ongoing compliance and reporting requirements for employees and volunteers
- other general administration tasks across the wider PSC team as required

Protect your own health and safety and that of others by:

- complying with and actively contribute to the development of organisational policy and safety systems
- following reasonable instructions and training and complying with organisational policy and safety systems
- identifying and reporting workplace hazards and incidents to their supervisor

- complying with Cancer Council SA's OHS&W policies and procedures
- providing a safe working environment for all staff (paid and voluntary), contractors and invitees
- ensuring that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time

Special conditions

- the successful applicant must be a non-smoker
- appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance

Person specification (knowledge, skills and experience)

- relevant experience in administrative roles and/or currently studying towards a qualification in human resources or related field.
- a working knowledge of HR Management systems, including Chris 21 and ELMO (desirable)
- excellent written and spoken communication and interpersonal skills
- high level of attention to detail and ability to keep sensitive information confidential
- general understanding of employment legislation and processes as well as award compliance
- intermediate skills in the MS Office suite of products
- strong customer service focus
- ability and willingness to work as part of a team
- ability to plan and organise work, achieve targets and meet deadlines
- ability to self-motivate and work with minimal supervision

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____