**Job Description**

**Human Resource Officer**

**Central Regional TAFE**

**Level 3**

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| **Position Number:**  **Division**  **Branch:**  **Location:** | 002671  Corporate Services  Human Resources  Northam | **FTE:**  **Agreement/Award:** | 0.5  Government Officers’ Salaries, Allowances and Conditions Award 1989  Public Service and Government Officers General Agreement 2014 or as replaced |
| **Reporting Relationships**  Senior Human Resource Officer, Level 4  *Other officers reporting to the above office:*  Human Resource Officer, Level 3 (x3)  *This Office – officers under direct responsibility*  Nil | | | |
| **Key Role Statement**  The key responsibilities of this position include;   * Providing information and support to managers and staff in accordance with Human Resource policy and processes in line with relevant legislation. * Liaising with and acting as a conduit between the College and the College’s Shared Services provider in relation to Recruitment, Selection, Appointment and Payroll related matters. | | | |
| **Key Responsibilities**  *Recruitment, Selection, Appointment and Cessation Processes:*   * Coordinates the Recruitment, Selection and Appointment processes. * Coordinates relocation and GROH housing processes. * Coordinates the induction and probation process for new starters. * Monitors compliance in relation to clearance requirements (Working with Children Checks and National Criminal History Record Checks). * Provides information and advice to Management in relation to upcoming contract expirations. Monitors actions and follows up as necessary. * Coordinates and monitors cessation/ exit processes.   *Policies, Procedures, Guidelines:*   * Provides a general advisory service on human resource policies, practices and procedures and routine industrial / HR matters. * Assists with the development of Human Resource policies and procedures, including implementation and monitoring adherence.   *Payroll / Payments*   * Generates payroll related reports as required. * Manages the distribution and monitors timely return of Salary Certification reports. * Checks Annual Leave Travel Concession entitlements / calculations. * Oversees the travel function. * Liaises with and provides payroll related information to other agencies. * Arranges reimbursement /payment of staff entitlements/allowances.   *Quality Control*   * Checks forms and other documentation before forwarding internally or externally to the College. * Maintains College HR Intranet site. * Other duties as required within scope and competence.   *The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards and College Code of Conduct,* | | | |
| **Selection Criteria**  **Essential**   1. Experience in the interpretation and provision of general Human Resource advice relating to Acts, Industrial Agreements and Awards, Regulations, Policies and Procedures. 2. Well-developed communication skills (verbal, written and interpersonal) and the ability to work effectively both within a team and independently. 3. Proficiency and experience in using a range of software applications (eg. Microsoft Office Suite, Internet Explorer, Email), including a computerised HR/Payroll system. 4. Well-developed analytical, problem solving and organisational skills, with the ability to coordinate multiple tasks and set work priorities to meet given time-frames (whilst maintaining established systems of work). 5. Knowledge and commitment to Equity and Diversity and Occupational Safety and Health principles relating to all aspects of employment and service delivery.   **Other Requirements**  May be required to work from any College campus. | | | |

**CERTIFICATION**

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

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| Business Unit Manager | | Managing Director | |
| Name: |  | Name: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |