**Job Description**

**Human Resource Officer**

**Central Regional TAFE**

**Level 3**

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| **Position Number:** **Division****Branch:** **Location:**  | 002671Corporate ServicesHuman ResourcesNortham | **FTE:****Agreement/Award:** | 0.5Government 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.
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| **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: |  |