



Job Description Form

Department of Regional Development

40013048 - Human Resource Officer

POSITION DETAILS

Classification Level: Level 3
Award, Agreement: PSA 1992, PSGOGA 2014
Position Status: Permanent
Physical Location: Perth
Organisation Unit: Human Resources
Job Family: Human Resources

REPORTING RELATIONSHIPS

Responsible to:

Director General Band 3 Special Division CEOs

Deputy Director General Class 3

Director Portfolio Support Level 9

Manager Human Resources Level 8

Principal HR Business Partner Level 7/Senior HR Business Partner Level 6

THIS POSITION: Human Resource Officer Level 3

Number of direct reports: Nil

ABOUT REGIONAL DEVELOPMENT

Regional development builds vibrant regions with strong economies, by establishing the socio-economic foundations for development and driving growth and new investment.

Changes to the Western Australian economy reinforce the importance of coordinated and focused regional development effort to put in place the right conditions for growth and ensure we seize the best opportunities and tackle the greatest challenges facing the regions.

The Department of Regional Development and the nine Regional Development Commissions have a clear reform agenda to develop an integrated portfolio approach to shaping, driving and delivering the State's Regional Development Strategy. This includes delivering the greatest value possible from the State's dedicated \$1 billion per year regional development investment fund – Royalties for Regions.

Regional development is about passionate people who want to make a difference in the lives of regional Western Australians. It's about working across government, industry and community to build collaborative and productive partnerships around the most important development priorities. It's about having the vision, the courage, and the conviction to set the right objectives, shape the right strategies and take responsibility for achieving results.

KEY WORK DESCRIPTION

The position holder will work flexibly in a team environment to:

Employee Services

- Provide quality, customer-oriented personnel and payroll support in relation to salaries, allowances, superannuation, leave and Award and Agreements to Department and client agencies' employees, and meeting the requirements of service level agreements.

Employment Services

- Support the HR team, coordinate and undertake a range of human resource functional activities across recruitment and selection, induction, performance management, learning and development, occupational health and safety and HR reporting and project work.

WORK DESCRIPTION

In the context of the role, the position holder could be expected to perform any of the following:

GENERAL

- Provide accurate and consistent advice to clients at all levels across the Department and Portfolio agencies on a range of human resource matters, including interpretation of award and agreement conditions, personnel and payroll and organisational development.

EMPLOYMENT SERVICES

- Undertake recruitment activities and administer the process including approvals, redeployment clearance, advertising, RAMS access, through to correspondence on outcomes and on-boarding of new staff.
- Process establishment documentation including minor changes to Job Description Forms (JDF's), reclassifications, position creations/amendments/extensions and abolition.
- Assists with the coordination of induction programs.
- Provides administrative support for the exit interview program.
- Provide assistance and support for Workers' Compensation claims and Occupational Safety and Health matters for the department.
- Provides administrative support for the performance management program.
- Assist with the development of human resource policies, procedures and undertake HR project work.
- Prepare reports, personnel statistics and other information to meet internal and external reporting requirements.
- Coordinate regular communication to staff through fortnightly HR newsletters and whole of Portfolio email broadcasts.

- Liaise with internal and external stakeholders including departmental staff, Portfolio agencies (as part of a bureau service), public sector agencies and the private sector as appropriate.

EMPLOYEE SERVICES

Create and maintain personnel and payroll records in accordance with relevant Awards, Acts and Agreements and maintain the integrity of the HRMIS database.

- Process the full range of personnel and payroll transactions.
- Assist in pay run activities including pre run quality checks, superannuation, exception reports and payroll certification enquiries.
- Run fortnightly payroll reports and other human resources reports for managers as required.
- Reconcile payroll, payroll tax, superannuation payments and authorised payroll deductions.
- Calculate leave entitlements, payments related to severance, allowances and variations to salary.
- Ensure timely recoup of salary and leave entitlements from other agencies.
- Assist in preparing and processing payment summaries and EOFY reconciliations.
- Identify improvements to payroll work practices, processes and systems.
- Other duties as required.

WORK RELATED REQUIREMENTS

The occupant must be able to demonstrate, within the context of the position:

Essential

1. **Human Resources:** Applies knowledge and understanding of HR processes, policies and procedures to go beyond simply answering a question to help resolve others' problems.
2. **Leadership:** Applies expertise and uses discretion to resolve common work issues.
3. **Strategy:** Uses common sense to research, analyse and make evidence-based recommendations.
4. **Delivery:** Organises work to reflect priorities and achieves outcomes within timelines.
5. **Communication and Engagement:** Presents clear and concise oral and written messages.
6. **Promoting an Accountable Portfolio Culture:** Shows initiative and a commitment to following up on matters, proactively sourcing information and drawing on available resources to provide excellent customer service.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

EXECUTIVE DIRECTOR

Signature: _____ Date: _____

DIRECTOR GENERAL/MANAGER HR

Signature: _____ Date: _____

CERTIFICATION DATE: 17 October 2016