



## JOB DESCRIPTION FORM

### Position Details

<b>Position Title</b>	Human Resources Officer
<b>Position Number</b>	12334, 25028
<b>Classification</b>	Level 3 (PSGOGA)
<b>Division</b>	Corporate Services
<b>Branch</b>	Organisation and People Development
<b>Date Effective</b>	10/07/2017

### Reporting Relationships

<b>Supervisor/Manager</b>	Organisation and People Development Manager L8
<b>Direct Reports</b>	Nil

### Overview of the Position

As a member of the Organisation and People Development Branch, the HR Officer provides best practice HR advice and assistance to staff and undertakes administrative tasks related to several human resource activities, including establishment control, recruitment, selection and appointment, commencements, staff movements, terminations, employment conditions, workers' compensation and occupational safety and health.

The HR Officer also performs the role of an 'HR Liaison Officer' between the ODPP and the ODPP's outsourced payroll services provider.

## **Mission Statement**

### *Mission*

Our mission is to provide a fair and just criminal prosecution service for the people of Western Australia.

### *Vision*

Our vision is to provide the highest quality prosecution service for the people of Western Australia.

### *Values*

We are committed to applying the core values of justice, excellence, accountability, respect, independence, integrity and leadership to achieving our vision.

### *Culture*

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability. Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP. By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

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## **About the ODPP's Legal Practice**

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. However, the legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
  - conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
  - managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
  - taking proceedings which arise under the Criminal Property Confiscation Act 2000
  - prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
  - providing high level assistance to the WA Police Prosecuting Division
  - prosecuting some charges at Magistrates Court
  - considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia
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## Job Description

KEY RESULTS AREA	OUTCOMES
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Provides advice and assistance on recruitment, selection and appointment strategies.</li> <li>• Provides best practice advice to managers on managing vacancies in accordance with relevant policies and procedures including the the Public Sector Management Act 1994, Commissioner’s Instructions, Public Sector Standards in HRM, and other relevant legislation, awards and agreements.</li> <li>• Undertakes recruitment, selection and appointment administrative tasks including:               <ul style="list-style-type: none"> <li>• creating vacancies in the ODPP’s Recruitment Management system;</li> <li>• preparing and administering effective vacancy advertisements and related documents;</li> <li>• preparing the Advertised Vacancy file and compiling relevant documents;</li> <li>• providing information to staff and current/potential applicants on the advertising and filling of vacancies;</li> <li>• ensuring the outcome of recruitment and selection decisions are actioned in a timely and accurate manner; and</li> <li>• facilitating new employees’ inclusion on the payroll system.</li> </ul> </li> <li>• Administers and oversees the annual recruitment, selection and appointment of Articled Clerks, Vacation Law Clerks and Traineeships.</li> </ul>
<b>Personnel/Payroll Matters</b>	<ul style="list-style-type: none"> <li>• Provides expert advice and assistance to managers and staff in relation to HR workflows and transactional processes relating to establishment and personnel/payroll.</li> <li>• Liaises with the ODPP’s outsourced payroll provider (Aurion), follows-up outstanding transactions and monitors overall service delivery.</li> <li>• Processes commencements, staff movements and terminations in the ODPP’s HR and Payroll system.</li> <li>• Checks the fortnightly pay reports to ensure relevant payroll processing has been completed.</li> <li>• Undertakes leave audits as required.</li> </ul>
<b>Establishment Control</b>	<ul style="list-style-type: none"> <li>• Assists the Office to maintain an accurate establishment by assisting with the creation, changing and abolishing of positions.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Contributes to the monitoring and reporting of the Office’s workforce metrics and employment practices to assist the Office to proactively identify potential problems and opportunities, to continually improve workforce management, and to comply with internal and external reporting requirements.</li> </ul>
<b>Customer Relationships &amp; Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Establishes and maintains effective relationships with relevant stakeholders, such as staff, external providers, and other agencies, e.g. the Public Sector Commission, Aurion and the Department of Mines, Industry Regulation and Safety.</li> <li>• Identifies and prioritises customer needs and acts to ensure these needs are met.</li> <li>• Contributes to and implements continuous improvement strategies within the ODPP.</li> </ul>
<b>Information and Knowledge Management</b>	<ul style="list-style-type: none"> <li>• Creates Personnel and Position History files and ensures relevant information is filed and files are maintained accurately.</li> <li>• Transfers and archives files.</li> <li>• Ensures relevant information is accurately recorded and is readily accessible to ensure the efficient and effective transfer of information and</li> </ul>

	knowledge in the short and long term.
<b>Team Building</b>	<ul style="list-style-type: none"> <li>• Works effectively as a member of a team to achieve specified outcomes.</li> </ul>
<b>Workplace Behaviours</b>	<ul style="list-style-type: none"> <li>• Demonstrates ethical behaviour in all dealings with colleagues and stakeholders.</li> <li>• Complies with the Public Sector Code of Ethics and the ODPP’s Code of Conduct.</li> <li>• Demonstrates commitment to the core values of the ODPP.</li> </ul>

## Work Related Requirements

### Essential:

COMPETENCY	DESCRIPTION
<b>Communication and Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated effective written, verbal and interpersonal communication skills with the ability to deal with individuals at all levels.</li> <li>• Demonstrated ability to effectively liaise with external stakeholders, staff and managers at various levels in a professional and appropriate manner, in order to deliver quality services to all customers, and answer routine queries.</li> <li>• Demonstrated ability to prepare memos, letters, emails and other documents on a regular basis.</li> </ul>
<b>Planning and Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to prioritise and organise daily work in order to meet strict deadlines, including establishing and maintaining systems of work designed to accomplish a range of tasks and achieve competing priorities.</li> </ul>
<b>Accuracy and Attention to Detail</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to complete assigned tasks in an accurate manner and produce work of a high quality.</li> </ul>
<b>Problem Solving and Initiative</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to identify problems, be proactive and use initiative in recommending effective solutions, in order to minimise or avoid problems and improve customer service.</li> </ul>
<b>Computer Literacy</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to provide administrative support in payroll and other human resource processes using a computerised human resource information system (HRIS).</li> <li>• Demonstrated ability to use standard office software products to a competent level, e.g. Microsoft Word, Microsoft Excel, Microsoft Outlook, databases.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of human resource management processes, particularly in payroll and recruitment, selection and appointment matters.</li> <li>• Demonstrated ability to locate, interpret and provide clients with employment information contained in relevant legislation, awards, policies and procedures.</li> </ul>

## Certification

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

Signature



Director Corporate Services

Date 10/07/2017