



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title Human Resources Assistant		
Effective Date April 2017	Position Number 013965	Level 2
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Albany Regional Prison

Divisional Outcomes

The Adult Justice Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

Directorate Outputs

The custody and control of prisoners
The care and well-being of prisoners
Reparation of the community
A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;
Managing the Prison to ensure the care, well-being and developmental needs of prisoners are met;
Developing effective community and industry programs aimed at providing reparation to the community;
and
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending

Role of the Position

Albany Regional Prison is a maximum-security facility which caters for both remand and sentenced prisoners, and operates as a reception prison for the Great Southern Region.
The Human Resources Assistant will be responsible for the accurate processing of all personnel payroll and Human Resource related applications. The Incumbent will assist the Human Resource Coordinator in the maintenance of day-to-day administration of Albany Regional Prison rosters ensuring optimum use of human resources, and cost effectiveness. The incumbent will provide information on matters including entitlements, procedures and general interpretation and application of relevant Awards, Agreements and policies. Will provide relief to other positions within Human Resource and Administration area in time of absence.

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Responsibilities of this Position

Teamwork

Participates within and contributes to a positive and innovative workplace environment.
 Participates in the identification of opportunities for continuous improvement within the team and actively applies improvements.
 Participates constructively and positively within the workplace to achieve set tasks.
 Gains experience and knowledge of all HR processes and undertakes duties in other related positions when deemed appropriate.
 Maintains confidentiality at all times.

Human Resources Support

Provides staff and Senior Management with advice and information in relation to all personnel service matters including leave balances and entitlements, salary and higher duties, increments, overtime, statement of earnings and various other personnel and payroll processes as required.
 Prepares and submits data relating to personnel and payroll.
 Ensure that inquiries are dealt with in a timely, accurate and efficient manner.
 Assists in monitoring and reporting on all human resource related activities.

Policy and Procedures

Advises management and staff on Human Resource policies and procedures and industrial matters.
 Provides award interpretation, and liaises with Head Office where appropriate.

Computer Skills

Proven ability to use MS Office products including Word and Excel.
 Demonstrated computer word processing and database skills.
 Possesses a high degree of competency, accuracy and attention to detail in processing and data entry.

Cultural Change

Participates within and contributes to a positive and innovative workplace environment.

Continuous Improvement

Participates in the identification of and applies opportunities for continuous improvement within the team.

Ethical Behaviour

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

Applies and promotes the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

Other

Other duties as directed.

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Work Related Requirements (Selection Criteria)	Context Within Which Criteria Will Be Applied And/OR General Standard Expected
<u>ESSENTIAL</u>	
1. Communication	Effective written, oral and interpersonal communication.
2. Team Work	The ability to participate in work groups to achieve positive outcomes.
3. Computer Skills	The ability to use computers effectively in an administrative setting with current Word, Excel and Outlook skills to perform data entry and retrieval and collate information/statistics.
4. Time Management	The ability to prioritise, organise and complete work within set timeframes.
5. Knowledge	Knowledge of human resources related legislation, policies and procedures and its application in a prison environment.
<u>DESIRABLE</u>	
Understanding of Occupational Safety and Health and Equal Employment Opportunity legislation.	
<p>(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).</p>	

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Reporting Relationships

Title Business Manager Classification Level 6
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Responsible to

Title Human Resources Coordinator Classification Level 4

Responsible to

THIS OFFICE

Other offices reporting to this office

Title and classification Human Resources Assistant L2

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled
Nil		

Location and Accommodation

Location
Albany Regional Prison

Accommodation

Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

Certification

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

Delegated Authority Approval

Signature	
Date	