

Human Resources Business Partner

Position Details

Position Number: 30000676
Classification: Level 3
Award/Agreement: Public Service CSA Agreement 2024 or as replaced
Directorate: People and Infrastructure
Location: Broome

Reporting Relationships

Responsible To:	Senior Human Resources Business Partner, Level 5	Other officer reporting to this position: Nil
This Position:	Human Resources Business Partner, Level 3	
Positions under direct supervision:	Nil	

Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The principles and standards of behaviour outlined in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.



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Position Overview

This position is responsible for providing support to the College on a range of human resource processes. The position is also responsible for liaising with Training Sector Employee Services in relation to recruitment, establishment and payroll matters.

Position Responsibilities

- Provides a general advisory service on a range of human resource matters and processes including recruitment, entitlements and leave management.
- Coordinates and supports the onboarding process of new starters, including relocation and Government Regional Officers Housing.
- Monitors ongoing compliance in relation to clearance requirements (Working with Children Checks and National Criminal History Record Checks).
- Coordinates and supports the offboarding process.
- Monitors upcoming expirations such as probation, fixed term contracts, secondments and acting arrangements, and follows up as necessary.
- Supports the Salary Certification process and provides advice where required.
- Liaises with and provides payroll related information to stakeholders where necessary.
- Assists with the development of Human Resource policies and procedures, including implementation and monitoring adherence.
- Reviews documentation and performs a quality assurance role before forwarding internally or externally to the College.
- Provide support and training as required in HR processes to internal stakeholders.
- Supports the Senior HR Business Partner with communications in HR matters, changes and business improvement across various channels within the College.
- Contributes to maintenance of the HR Intranet site.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards and College Code of Conduct.

Behaviour Expectations

We believe all our people are leaders. We have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours of all our employees and the public sector. The expected behaviours for this position (see below) should be demonstrated in the context of [Personal Leadership](#).

Expected behaviours	Descriptors
Lead collectively	• You acknowledge the relationship between your work and the value it contributes to your team. • You complete your work to a high standard and ensure information is accurate.
Think through complexity	• You use information and analysis to initiate problem resolution and seek guidance as necessary. • You approach problems with systematic thinking and seek alternative options before implementing solutions.
Dynamically sense the environment	• You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.

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	You communicate clearly, presenting relevant technical and professional information without jargon.
Deliver on high leverage areas	- You identify the tasks and priorities of your work that are in line with the priorities of your team. - You take responsibility for managing your work to achieve results, keeping others informed of your progress.
Build capability	- You engage in processes and activities that grow the team's capability and effectiveness. - You actively contribute to the development of your team's capability, ensuring you support your team members.
Embody the spirit of public service	- You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary. - You display and embody the spirit of public service in all your decision making, interactions and professional activities
Lead adaptively	- You are responsive to change in your work environment. - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.

Selection Criteria

Essential

1. Ability to provide customer focused human resources services to internal and external stakeholders.
2. Ability to interpret human resources legislative instruments, policy, and procedures to provide advice and assist in the resolution of issues.
3. Well-developed communication skills (verbal, written and interpersonal) and the ability to work effectively both within a team and independently.
4. Proficiency and experience in using a range of software applications.
5. Well-developed organisational skills, with the ability to coordinate multiple tasks and set work priorities to meet given timeframes.

Desirable

1. Possession of, or progress towards, a qualification in Human Resource Management or a related field.

Other requirements

May be required to travel to and work from other NR TAFE campuses from time to time.

Appointment Factors

Location: NR TAFE Campus (Broome)

Accommodation: As per NR TAFE Policy subject to eligibility and availability.

Allowances: As per Award.

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Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to NR TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education.

Working With Children Check (WWC):

All new staff appointed to NR TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence:

All new staff being appointed to NR TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation:

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

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

Director		Executive Director	
Name:	Scott Ryan	Name:	Chantal Adams
Signature		Signature	
Date:	10/9/2025	Date:	11/09/2025