

Human Resource Officer

Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department of Education, please visit:
education.wa.edu.au.

Key responsibilities

- Provide advice and support in the coordination of human resource activities and operations.
- Research and assist in the development and implementation of strategic human resource solutions to workforce planning and profiling, succession planning and budget/establishment management.
- Provide human resource advice and information to staff.
- Assist in the development, coordination and implementation of staff induction, probation, performance management and development programs and staff exit processes.
- Manage job vacancies, including the coordination of deployment, recruitment, selection and appointment processes.
- Manage Working with Children and Criminal Screening checks, pre-employment requirements and appointment documentation.
- Coordinate leave and relief management and assists with staff timetabling and rostering processes.
- Coordinate and monitor the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.

- Conduct research to identify professional learning and training opportunities which complement and enhance induction and employee performance programs.

Selection criteria

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of human resource management systems and processes.
2. Demonstrated sound written, oral and interpersonal communication skills, including the ability to liaise effectively with staff and work within a team environment.
3. Demonstrated sound knowledge and skills in human resource management, including research, planning and recruitment practices.
4. Demonstrated conceptual, analytical and problem solving skills and the ability to implement appropriate strategies.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 30 March 2020
Reference D20/0166281