

JOB DESCRIPTION FORM

Position title/number:	Human Resources Officer (12400213)		
Classification:	General Division Level 2		
Division:	Business Services		
Business Unit:	Human Resources		
Reports to:	Manager Human Resources (12400201)		
Direct reports:	0 FTE	Office location:	Perth

Job Description

This position is responsible for a range of human resources administrative tasks including, filing and file maintenance, creating staff identification cards, issuing, maintaining and auditing building access cards and locker keys, compliance reviews of mandatory training, purchasing stationary, training bookings and payments and data entry to the HR System. This role also administers contractor and volunteer onboarding and offboarding, including providing in-person induction.

About us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Client centred
- Integrity
- Making a difference
- Innovation
- Respect

Scope of Duties

- Files human resources documents into physical and electronic files. Creates new electronic and physical files and undertakes power user duties of the approved records systems.
- Checks and inputs data into various databases, HR System and spreadsheets.
- Issues building access cards and locker keys. Maintains accurate records of issued resources and ensures resources are returned or deactivated during the offboarding process.
- Creates, prints and issues staff identification cards.
- Provides general administration support, including responding to correspondence, creating documents, ordering stationary and other materials, photocopying, collating information and logging and distributing incoming mail.
- Liaises with the Work Health & Safety Coordinator regarding the program of first aid and remote driver training and ensures training is completed in a timely manner.
- Administers the onboarding process for contractors and volunteers. Provides commencement and induction information and ensures identification and national police history checks are satisfactory.
- Books staff training needs and ensures timely payments.
- Works with sensitive information and maintains confidentiality.
- Other duties as required.

Selection Criteria

Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

Essential

- **Accurate keyboard skills and demonstrated ability to use various PC applications including, MS Excel, MS Outlook, MS Word and data bases.**
- Good communication skills and interpersonal skills.
- Analytical and problem solving skills.
- **Good organisational and time management skills, including the ability to meet timeframes.**
- Ability to work with sensitive information and maintain confidentiality.

Essential Core Competencies

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice
- Values people, partnership, and teamwork
- Willingness to learn and share knowledge with others
- **Outcome and service focused**

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.