



## Job Description Human Resources Officer Level 3

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<b>Position Number:</b>	20000286 & 20000287 & 20002586 & 20002990	<b>FTE:</b>	4.0
<b>Division</b>	Corporate Services	<b>Agreement/Award:</b>	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA
<b>Branch:</b>	<b>People and Culture</b>		Agreement 2024 or as replaced
<b>Location:</b>	Murdoch		

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### Reporting Relationships

Senior Human Resources Consultant, Level 6

*Other officers reporting to the above office:*

Human Resources Consultant, Level 5

*This Office – officers under direct responsibility*

Nil

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### Key Role Statement

The Human Resources Officer delivers essential customer focused services and provides general advice on a broad range of human resource matters, policies, procedures and Awards and Agreements. The position is also responsible for a range of human resource quality assurance and processing activities.

### Key Responsibilities

- Provides advice to managers and staff on a broad range of operational human resource matters, in accordance with legislative and policy frameworks.
  - Responds to general enquiries and provides advice on Award and Agreement provisions, human resources policies and guidelines, including but not limited to recruitment, onboarding, position management and remuneration.
  - Under direction, provides advice on recruitment matters and filling vacancy options to hiring managers, promoting diversity and providing flexible, contemporary and compliant solutions.
  - Undertakes quality assurance of recruitment activities to ensure compliance with relevant standards, policies, procedures, governing legislation and EEO principles.
  - Participates in the delivery of human resource induction presentations, ensures induction information is available, relevant and up to date.
  - Assists with and/or undertakes human resource projects, initiatives, programs and activities arising from the College's strategic priorities and plans to attract, retain, develop a skilled, diverse and inclusive workforce.
  - Contributes to the ongoing improvement of services and systems. Supports the implementation of business improvements activities, programs and/or events.
  - Assists with the implementation, promotion and communication of policies, procedures, related resources and information. Responsible for ensuring that information sources are maintained and reflect current information.
  - Responsible for the provision of a comprehensive range of administrative, document management and support activities.
  - Processes HR transactions and performs quality assurance. Maintains appropriate and accurate records for all processes and transactions in accordance with approved workflows, record keeping standards and business practices.
  - Liaises with the Department of Training and Workforce Development in relation to operational and transactional human resource matters, ensures all correspondence is accurate and provided for actioning in accordance with the Service Level Agreement.
  - Undertakes Campus visits.
  - Develops and maintains effective professional working relationships with relevant internal and external stakeholders.
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## OFFICIAL

- Produces and/or assists in the collection of information and data to facilitate human resource annual reporting requirements.
- Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
- Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
- Undertakes other duties as required

### Leadership Context

The Public Sector Commission's - Leadership Expectations defines leadership contexts, the related mindsets and expected behaviours required of all our employees and the public sector. The leadership context for this role is [Personal Leadership](#).

### Expected Behaviours:

- **Lead collectively** - You understand your agency's objectives and can express how your work relates and contributes to achieving operational excellence for your agency.
  - **Think through complexity** - You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise.
  - **Dynamically sense the environment** - You listen to and understand the needs of others in your work environment.
  - **Deliver on high leverage areas** - You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
  - **Build capability** - You actively contribute to the development of your team's capability, ensuring you support your team members.
  - **Embody the spirit of the public service** - You display and embody the spirit of public service in all your decision making interactions and professional activities.
  - **Lead adaptively** - You are continually learning and adjusting your approach to be effective in the changing work environment.
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**Selection Criteria**

**Essential** (maximum of 5)

**Able to demonstrate:**

- Ability to provide quality customer focused human resources services to internal and external clients.
- Well-developed analytical and problem-solving skills with the ability to interpret and provide advice on relevant human resource legislation, awards, agreements, policies, and procedures.
- Administrative and organisational skills including the ability to plan and prioritise multiple tasks and meet deadlines.
- Well-developed communication and interpersonal skills, with the ability to liaise and work cooperatively with others at all levels.
- Demonstrated ability to maintain data accurately with proficiency and experience in the use of software applications (e.g. Microsoft Office suite and HR systems).

**Other Requirements**

1. A Department of Education Nationally Coordinated Criminal History Check
2. May be required to work from any College campus

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**CERTIFICATION**

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

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:			