



Government of **Western Australia**  
Department of **Justice**

# Job Description Form

## Assistant Human Resource Officer (Generic)

**Talent Diversity & Professional Development Branch**

### POSITION DETAILS

---

Classification Level: 4  
Award/Agreement: PSA 1992 / PSGOGA 2014  
Position Status: Permanent  
Organisation Unit: Corporate Support Division, Human Resources Directorate  
Physical Location: Perth CBD

### REPORTING RELATIONSHIPS

---

Responsible to: Senior Human Resources Officer - Level 6

**THIS POSITION:** Assistant Human Resource Officer - Level 4

Direct reports: Nil

### OVERVIEW OF THE POSITION

---

The Talent Diversity & Professional Development Branch is responsible for ensuring the Department is able to identify, attract and recruit the right people with the skills necessary to accomplish organisational goals.

The Assistant Human Resource Officer works in a team responsible for the delivery of the recruitment function for the Department within the operating context of attraction, selection, retention and redeployment situations. The incumbent is responsible for providing a range of recruitment services across the Department, providing consultation and advice, recruitment and selection administration, and redeployment and redundancy management.

## **JOB DESCRIPTION**

---

As part of the Recruitment team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

---

Duties include, but are not limited to, the following points:

- Contributes to a team which provides the recruitment function for the Department, including recruitment administration.
- Contributes to plans and coordinates a range of recruitment activities across the Department that contribute to delivering organisational recruitment goals.
- Applies employment principles, legislation and government policies relating to recruitment and selection.
- Provides support and advice on a range of recruitment matters in the context of employment issues and trends that affect the human resources environment.
- As directed, undertakes the investigation and analysis of recruiting and employment issues. This includes research, contributing to and improving, recruitment policies, practices and procedures.
- As directed, provides advice on processes for redeployment and redundancy matters to ensure accuracy and compliance with legislation and government policies.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **JOB RELATED REQUIREMENTS**

---

In the context of the role specific responsibilities of this position, able to demonstrate the following capabilities:

**1. Strategic Alignment - Understand how the people strategy aligns to the organisation and support its implementation**

An ability to: understand and operate according to relevant legislation; and research and advise of appropriate responses to address trends, issues and influences impacting on human resources functions with due consideration of the context the Department operates within.

**2. Results Driven - Contribute to development and implementation of activities to build capability and expertise**

An ability to: research, analyse and advise on the development and implementation of human resources activities, strategy and initiatives which apply good practice principles and align with government and Departmental objectives within allocated timeframes.

**3. Workforce Capacity - Contribute to activities that build workforce capacity for present and future requirements**

An ability to: contribute to human resources strategies and practices via research, consultation and analysis to ensure the availability of a skilled and motivated workforce to meet current and future Departmental goals; and contribute to processes designed to support managers to effectively manage the development, performance and behaviour of employees.

**4. Relationship Management - Build and manage productive relationships**

An ability to: maintain communication and consultation channels with stakeholders to share information, perspectives and knowledge which contributes to a collaborative, innovative and values based culture; and undertake activities that support managers to understand their people management responsibilities.

**5. Credible Influence - Demonstrate credibility and professionalism in actions and interactions**

An ability to: demonstrate personal and professional integrity at all times consistent with the WA public sector Code of Ethics and Departmental code of conduct; make sound, rational and ethical decisions; apply expertise in advising and influencing others in their decision making; take responsibility for personal decisions and actions; focus on delivering quality outcomes which meet role, team and Departmental objectives; and communicate clearly and confidently across all levels of the Department.

**6. Professional Expertise - Contribute and continually develop skills, experience and knowledge required to deliver human resources activities**

An ability to: demonstrate self-awareness and commitment to personal development; continually develop own capabilities to meet performance expectations and seek additional expertise when required; undertake activities that translate human resources theory into practice to deliver value to the Department; and deliver human resources services and tools that improve workforce performance.

**7. Culture and Change Management - Contribute to change processes that work to deliver desired organisational culture**

An ability to: contribute to activities to communicate the Department's vision and need for change when required; undertake research to support innovative people practices to enable a positive

culture and support change when required; and advise employees about the impact of their behaviour on organisational culture.

### **SPECIAL REQUIREMENTS/EQUIPMENT**

---

Nil

### **CERTIFICATION**

---

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

#### **DELEGATED AUTHORITY**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_