



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

Job Description Form

014706 Human Resources Assistant

Bunbury Regional Prison

Position details

Classification Level: 2

Award/Agreement: PSGA 1992 / PSGOGA 2017

Position Status: Permanent

Organisation Unit: Corrective Services, Custodial Operations

Physical Location: Bunbury Regional Prison

Reporting relationships

Responsible to: 003916, Human Resources Coordinator, Level 3

This position: 014706, Human Resources Assistant - Level 2

Direct reports: NIL

Overview of the position

Bunbury Regional Prison is located approximately 15 kilometres south of Bunbury on Centenary Road South West Highway, (off Boyanup Road). The prison is a medium security facility, with a separate pre-release unit housing minimum security offenders. Bunbury also accommodates a high number of vulnerable prisoners and is considered a leader in actively managing special needs offenders who would normally be placed in the mainstream in protection. Bunbury delivers high-level programs to offenders, including the medium and high intensity sex offender programs and medium intensity violent offender programmes.

The Human Resources Assistant will be responsible for the accurate processing of all personnel payroll and Human Resource related applications. The incumbent will assist the Rosters Officer in the maintenance of day-to-day administration of Bunbury Regional Prison rosters ensuring optimum and cost effectiveness. The incumbent will provide information on matters including entitlements, procedures and general interpretation and application of relevant Awards, Agreements and policies. Will provide relief to other positions within Human Resource and Administration area in times of absence.

Job description

As part of the Bunbury Regional Prison team, the successful applicant will be expected to:

- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, 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 the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

Role specific responsibilities

- Participates within and contributes to a positive and innovative workplace environment.
- Participates in the identification of opportunities for continuous improvement within the team and actively applies improvements.
- Participates constructively and positively within the workplace to achieve set tasks.
- Gains experience and knowledge of all HR processes and undertakes duties in other related positions when deemed appropriate.
- Maintains confidentiality at all times.
- Provides staff and Senior Management with advice and information in relation to all personnel service matters including leave balances and entitlements, salary and higher duties, increments, overtime, statement of earnings and various other personnel and payroll processes as required.
- Prepares and submits data relating to personnel and payroll.
- Ensures that inquiries are dealt with in a timely, accurate and efficient manner.
- Assists in monitoring and reporting on all human resource related activities.
- Advises management and staff on Human Resource policies and procedures and industrial matters. Provides award interpretation, and liaises with Head Office where appropriate.

- Participates within and contributes to a positive and innovative workplace environment.
- Participates in the identification of and applies opportunities for continuous improvement within the team.
- Applies the principles of equity, diversity, Occupational safety and Health in the workplace and behaves in accordance with relevant standards, values and 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, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

Achieve Results

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file.

Builds Productive Relationships

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

Exemplifies Personal Integrity and Self-Awareness

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.

Communicates and Influences Effectively

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

Role Specific Criteria

- Proven ability to use MS Office products including Word and Excel.
- Demonstrated computer word processing and database skills.
- Possesses a high degree of competency, accuracy and attention to detail in processing and data entry.

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.

Superintendent

Signature: _____ Date: 26/06/2019

HR certification date: _____