

POSITION DETAILS

Position Title

Human Resources Assistant

Position Number

Generic

Classification Level

Level 2

Award/Agreement

Public Service Award 1992 / Public Service and
Government Officers General Agreement 2017

Division/Directorate

Corporate Services

Branch/Section

Human Resources

Physical Location

140 William Street, Perth

Effective Date

19/06/2019

Employment Type

Various

REPORTING RELATIONSHIPS

Position reports to

14373, Senior Human Resources Consultant,
Level 6

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Provides assistance to the human resources team across a diverse range of activities including, recruitment, selection, establishment, classification and special projects.

ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
Enlivened and successful communities and economy	To facilitate lively communities and economy and the offering of outstanding and inclusive sporting and cultural experiences	Vision Excellence Diversity Leadership Integrity

DLGSC Objectives

- To partner with local government to deliver good governance to community
- To promote participation and achievement in sport, recreation, culture and arts
- To support and grow the cultural industries
- To promote the benefits of cultural diversity and social inclusion
- To provide opportunities in the hospitality sector by reducing red tape on the liquor and gambling industries
- To celebrate Aboriginal culture and preserve history and traditions

DLGSC Approach

We will achieve this by:

- Working collaboratively across other State Government departments
- Creating synergies and find efficiencies in business functions
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of Government targets
- Community focussed engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Provides support to the human resources team in various activities and may be required to provide assistance in one or more of the following areas:
 - Workforce planning
 - Reporting and analysis
 - Learning and development
 - Equity and diversity
 - Organisational design
 - Job analysis and preparation of position descriptions
 - Recruitment and selection
 - Redeployment and career transition
 - Classification determination
 - Employee relations
 - Human resource process development
2. Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. **Role Specific**
Ability to gain an understanding of contemporary HR practices.
2. **Shapes and Manages Strategy**
Ability to complete tasks to specified timeframes in accordance with business objectives.
3. **Achieves Results**
Sound organisational and prioritising skills with the ability to maintain accurate records. Good Excel spreadsheet skills.
4. **Builds Productive Relationships**
Ability to develop and maintain productive relationships, whilst ensuring client expectations are managed appropriately.
5. **Exemplifies Personal Integrity and Self Awareness**
Ability to demonstrate public service professionalism by performing the duties of the role in accordance with team objectives. Ensures accuracy of information prior to releasing to clients.
6. **Communicates and Influences Effectively**
Sound communication skills, including the ability to ask questions to seek further clarification when unsure of expectations.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's accountable and ethical decision making training within six months of appointment eg. duties required to undertake the role.

CERTIFICATION

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

.....
Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

.....
Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: BP	Date: 19.06.2019