

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced	
Group:	Schools	Effective Date of Document 22 August 2017
Region:	Education Regions	
School:	School	

THIS POSITION	
Title:	Human Resource Officer
Classification:	Level 3
Position No:	Generic
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	Various	
POSITION NUMBER:	Various	
TITLE:	Manager Corporate Services	
LEVEL:	Various	
POSITION NUMBER:	Various	
This position and the positions of:		
Title	Level	Position Number
Various school support staff		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Human Resource Officer	Level 3	Generic	22 August 2017

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Human Resource Officer	Level 3	Generic	22 August 2017

ROLE

The Human Resource Officer:

- provides advice and support in the coordination of human resource activities and operations
- researches and assists in the development and implementation of strategic human resource solutions to workforce planning and profiling, succession planning and budget/establishment management
- provides human resource advice and information to staff
- assists in the development, coordination and implementation of staff induction, probation, performance management and development programs and staff exit processes
- manages job vacancies, including the coordination of deployment, recruitment, selection and appointment processes
- manages Working with Children and Criminal Screening checks, pre-employment requirements and appointment documentation
- coordinates leave and relief management and assists with staff timetabling and rostering processes
- coordinates and monitors the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets
- conducts research to identify professional learning and training opportunities which complement and enhance induction and employee performance programs.

OUTCOMES

1. Effective support is provided which promotes human resource compliance, accountability and best practice.
2. Strategies are researched, evaluated, developed and implemented which respond to the school's human resource needs, issues and trends.
3. Effective human resource processes are developed, implemented and monitored which meet relevant legislation, policy and best practice.
4. Currency and relevance of human resource knowledge and best practice is maintained and applied.
5. Research is carried out to identify appropriate staff development programs for individual needs.

TITLE Human Resource Officer	CLASSIFICATION Level 3	POSITION NO Generic	EFFECTIVE DATE 22 August 2017
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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated ability to provide effective support and input into the development, implementation and monitoring of human resource management systems and processes.
2. Demonstrated sound written, oral and interpersonal communication skills, including the ability to liaise effectively with staff and work within a team environment.
3. Demonstrated sound knowledge and skills in human resource management, including research, planning and recruitment practices.
4. Demonstrated conceptual, analytical and problem solving skills and the ability to implement appropriate strategies.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE August 2017
TRIM REF # D17/0356367