

A workers' compensation and  
injury management scheme that works for all

## JOB DESCRIPTION FORM

### HUMAN RESOURCE OFFICER

### LEVEL 3 (02203629 & 01510204)

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#### Key responsibilities

Supports the delivery of a range of human resource management services and functions.

#### Statement of duties

##### ***Recruitment, Selection and Appointment***

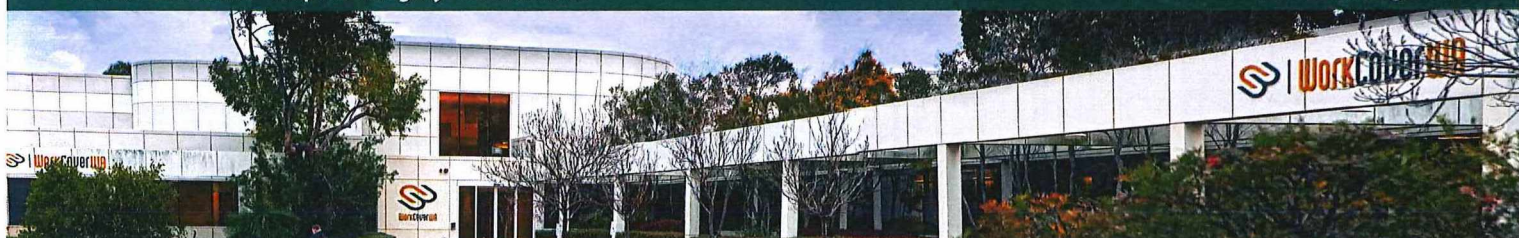
- Assists with administrative tasks including obtaining redeployment clearance for vacant positions, posting of job advertisements and the preparation of employment contracts
- Reviews recruitment and selection processes to ensure compliance with public sector standards, EEO principles and government policies.
- Assists with on boarding and induction of new staff.
- Coordinates exit interviews with staff members ceasing employment with WorkCover WA.

##### ***Personnel and Payroll***

- Assists with payroll processing to ensure the accurate and timely payment of staff.
- Calculates leave entitlements and assists with leave management plans across the Agency.
- Prepares reports relating to payroll and leave management.
- Provides advice to staff on employment conditions, policies, and procedures.
- Assists with the maintenance of payroll and staff records.

##### ***Training and Development***

- Assists with sourcing training programs that are customised to organisational requirements.
- Provides system support for staff regarding the use of the training and performance management system.
- Updates the Human Resource Management Information System and prepares training and performance reports.
- Assists with the development and delivery of online learning.



### ***Organisational Establishment***

- Updates and publishes organisational charts on a quarterly basis.
- Assists with Job Description Form (JDF) management.

### ***Occupational Safety and Health***

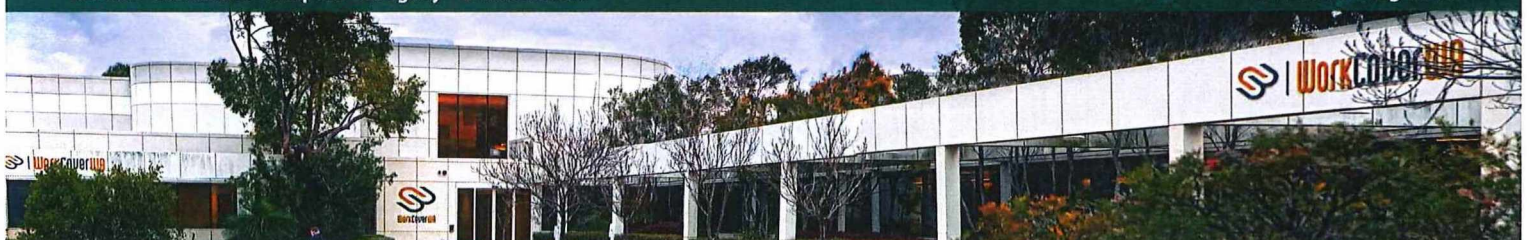
- Assists with the coordination of the Occupational Safety and Health (OSH) and Health & Wellness function for WorkCover WA.

### ***Other***

- Participates in the development and achievement of WorkCover WA's business plan, divisional plans, policies, practices and procedures.
- Complies with the requirements of the Agency Code of Conduct and all relevant legislation including EEO and Diversity, OSH and Records Management.
- Exhibits personal integrity, adaptability and professionalism.
- Exhibits a strong customer service ethic.
- Participates in the Performance Pathway process as part of the Development Hub.
- Performs other duties as directed.

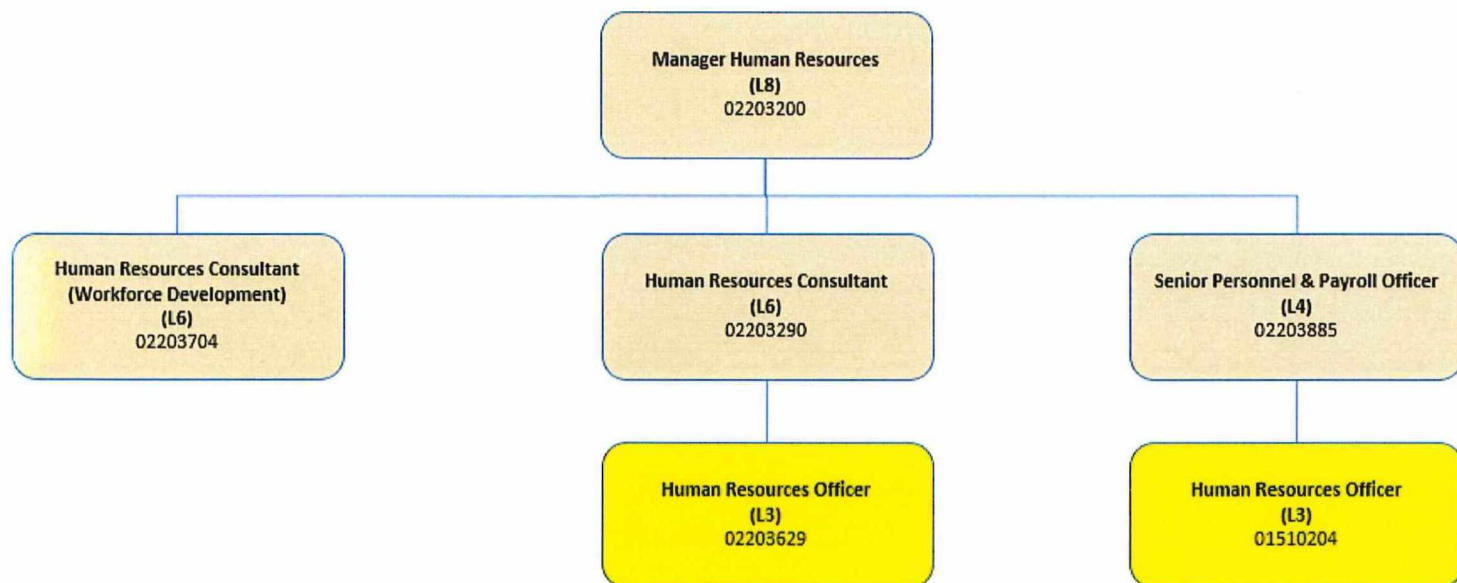
### **Personal Characteristics**

- Committed to a strong work ethic and self-improvement.
- Customer focused.
- Exhibits personal integrity and professionalism.
- Adaptability.





## Reporting relationships



## Selection criteria

### Essential

1. Demonstrated capacity (knowledge, skills and experience) to competently undertake the statement of duties and key responsibilities of the position.
2. Knowledge and experience in the use of Ascender, or a similar HRMIS.

## Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements as at 7 September 2020.

  
A/General Manager

  
Chief Executive Officer

