

## Human Resource Officer

Margaret River Senior High School

<b>Position number</b>	00032196
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Nil

### Context

Margaret River Senior High School is a vibrant school that aims to maximise the full potential of all our students. At Margaret River Senior High School we believe that a quality education is not just about academic achievement but also about nurturing, encouraging and challenging our students to be active and responsible contributors to our community.

Further Information about Margaret River Senior High School is available on [Schools Online](#).

For information about the Department of Education, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Provide support to the School Executive Team in the human resource aspects of the school's operations.
- Provide human resource advice and information to staff.
- Manage job vacancies, including the coordination of staff recruitment, merit selection and appointment processes.
- Manage Working with Children and Criminal Screening checks, pre-employment requirements and appointment documentation.
- Develop, coordinate and implement staff induction and performance management programs and procedures
- Conduct research to identify professional learning and training opportunities which complement and enhance induction and employee performance programs.

- Manage the Human Resource Management Information System (HRMIS), including the coordination of leave and relief staff, payroll processing and validation, reporting and reconciliation of staffing allocations and budgets.
- Provide administrative support for ad hoc special projects as business needs arise.



## Selection criteria

1. Demonstrated human resource management skills with the ability to interpret and apply human resource policies, awards and legislation in a public sector context, including recruitment, selection and appointment principles and practices.
2. Demonstrated well developed verbal, written and interpersonal communication skills including the ability to liaise effectively with staff and work within a team environment.
3. Demonstrated organisational skills with the ability to work with minimum supervision to meet conflicting time lines.
4. Demonstrated skills and experience in data management, reporting and analysis.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

## ENDORSED

Date 3 June 2021 Reference  
D21/0280836

