

Human Resource Officer

Hedland Senior High School

Position number	00042461
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

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

Visit education.wa.edu.au for information about the Department of Education.

Key responsibilities

- Provide a comprehensive Human Resource consultancy service to all school staff. This includes support and advice on human resource legislation, policies and procedures.
- Research and assist in the development and implementation of strategic human resource solutions to workforce planning, attraction and retention, succession planning and budget/establishment management.
- Undertake research and analysis of workforce data to provide an inclusive HR reporting service to line-managers.
- Coordinate end-to-recruitment activities including the coordination of deployment, recruitment, selection and appointment processes.
- Develop, coordinate and implement staff induction, probation, performance management and development programs, and staff exit processes for the school.
- Coordinate all aspects of teaching practicum arrangements for pre-service teaching staff.
- Coordinate workforce operational activities including relief management, return to work, rostering, payroll processing and employment contracts.
- Maintain and monitor human resource governance requirements including Working with Children Checks, department pre-employment screening, and employee leave management plans.
- Contribute to continuous improvement and innovation in all activities, including maximisation of opportunities to harness technology to optimise productivity.
- Coordinate the implementation of Health and Wellbeing programs.

Selection criteria

1. Demonstrated considerable knowledge of and experience in human resource management within the public sector legislative framework, including recruitment, selection and appointment policies, procedures and practices.
2. Demonstrated ability to identify, research and analyse issues and offer workable solutions.
3. Demonstrated sound organisational skills in planning, prioritising and time management with proven ability to maintain a high level of confidentiality.
4. Demonstrated sound verbal, written and interpersonal communications skills, including the ability to undertake effective negotiations and build positive relationships with staff at all levels.

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 2022
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