



Human Resource Officer

Cape Naturaliste College

Position number	00042835
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Cape Naturaliste College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide advice and support in the coordination of human resource activities and operations.
- Research and assist in the development and implementation of strategic human resource solutions to workforce planning and profiling, succession planning and budget/establishment management.
- Provide human resource advice and information to staff.
- Assist in the development, coordination and implementation of staff induction, probation, performance management and development programs and staff exit processes.
- Manage job vacancies, including the coordination of deployment, recruitment, selection and appointment processes.
- Manage Working with Children and Criminal Screening checks, pre-employment requirements and appointment documentation.
- Coordinate leave and relief management and assist with staff timetabling and rostering processes.
- Coordinate and monitor the operation of human resource management systems, including payroll processing and validation, mandatory reporting requirements and reconciliation of staffing allocations and budgets.
- Assist in coordinating diverse daily operations, including providing general administrative assistance to the college's administrative team.
- Manage administrative support processes in Student Services and supervise administrative support staff, including scheduling and allocating tasks.

Selection criteria

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 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 3 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 6 months of appointment.
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 16 September 2022
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