



WESTERN AUSTRALIAN Electoral Commission

Job Description Form

1. Position Identification

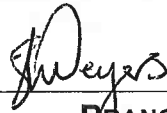

POSITION TITLE	Human Resources Officer
CLASSIFICATION	Level 4
POSITION NUMBER	WAEC1084
BRANCH/SECTION	Business Services
LOCATION	Perth
EFFECTIVE DATE	1 July 2022

2. Reporting Relationships

NUMBER OF POSITIONS SUPERVISED	0
MANAGER POSITION TITLE	Human Resources Coordinator
MANAGER CLASSIFICATION/LEVEL	Level 5
MANAGER POSITION NUMBER	WAEC1089

3. Certification

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

	
BRANCH MANAGER	ELECTORAL COMMISSIONER

4. Role

Provides operational human resource and consultancy services activities across the Commission, including in the areas of recruitment and contracting arrangements for permanent and casual placements, as well as for establishment, workplace relations, health and safety, EEO/diversity, induction/orientation, learning and development, performance management and deployment.

Performs day-to day human resource services activities, including the end-to-end payroll cycle and maintaining and ensuring the accuracy and integrity of the Commission's payroll data system

5. Key Result Areas and Duties

Human Resources and Payroll	
<p>Supports the day-to-day delivery of human resource services activities across the Commission, including in the areas of recruitment and remuneration of permanent, fixed terms and casual staff, the preparation of employment contracts, as well as for establishment, workplace relations, health and safety, EEO/diversity, induction/orientation, learning and development, performance management and deployment.</p> <p>Performs day-to-day human resource services activities, including the end-to-end payroll cycle, responsible for entry and verification of payroll data, maintaining and ensuring the accuracy and integrity of the Commission's payroll data system, and more generally electronic and records management systems where appropriate.</p> <p>Provides a highly effective and customer focused human resource consultancy and advisory support service to clients at all levels across the Commission.</p> <p>Participates in the development, implementation and promotion of human resource management policies, guidelines, procedures and processes.</p> <p>Analyses workforce trends, and provides various statistical reports to management in accordance with the reporting requirements of the Commission.</p> <p>Participates in the development of effective working relationships with key stakeholders and promotes the Commission's human resource management function with line management and staff in general.</p> <p>Promotes awareness raising of clients relating to recordkeeping policy, procedures and practices and legislative compliance.</p> <p>Undertakes other duties as directed by the Human Resources Coordinator.</p>	
Corporate Support	
<p>Assists with election projects in regard to the recruitment, on-boarding, remuneration and performance management of additional staff required to manage major election events.</p> <p>Leads execution of various election projects in regard to the recruitment, on-boarding and payment of additional staff required to manage major election events.</p> <p>Supports the Human Resource Coordinator with any election related HR matters.</p>	
Other	
<p>Contributes to the overall objectives of the Branch and participates in the Branch's planning processes.</p> <p>Works flexibly and may undertake various roles and different activities to meet the needs of the Branch.</p> <p>Conducts other duties as required.</p>	

6. Requirements of the Position (or Selection Criteria)

ESSENTIAL:

- Relevant human resource experience preferably in the delivery of a broad range of human resource services, including recruitment of a diverse workforce.
- Relevant experience in an information management environment, including with working with social media platforms, corporate websites, and intranets and particularly with a corporate payroll system.
- Considerable experience in the effective delivery of services to clients together with a personal commitment to continually achieving a high level of client satisfaction.
- Highly developed conceptual and analytical skills, including ability to develop innovative solutions to complex problems.
- Well-developed communication, interpersonal and negotiation skills together with the ability to liaise and network effectively with stakeholders at all level.
- Understanding of contemporary strategic human resource issues and trends, including a sound knowledge of human resource practices, policies, standards and legislation relevant to the public sector.
- Proven organizational and time management skills and abilities.

*Unless otherwise stated in the Job Description Form, all positions within the WA Electoral Commission require the occupant to be able to use a PC and have a working knowledge of Microsoft Office software.

DESIRABLE:

- Tertiary qualifications in a relevant field.
- Ascender pay experience.
- Knowledge and understanding of project management for electoral events.

7. Appointment Details

INDUSTRIAL AGREEMENT/AWARD	Public Service Award and Public Sector CSA Agreement 2021 or any subsequent replacements.
SPECIAL CONDITIONS	Nil
ALLOWANCES	Nil
ACCOMMODATION	Not applicable
SPECIALISED EQUIPMENT OPERATED	Not applicable

Registered

Human Resources Officer

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