

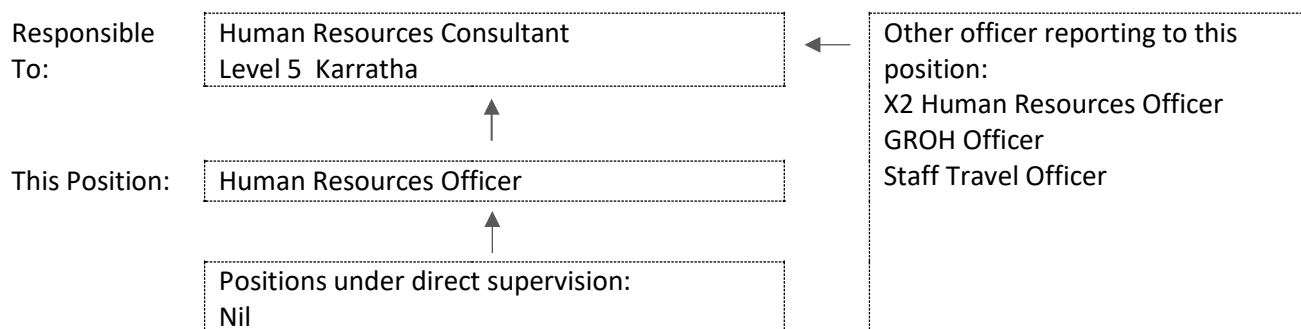


# Human Resources Officer

## Position Details

Position Number: 30000449  
Classification: Level 3  
Award/Agreement: Public Service and Government Officers CSA General Agreement 2019  
Directorate: Corporate Services  
Location: Karratha

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

## Our Values

We are committed to an inclusive, high performance culture that places the student at the centre of all that we do.

Employees at NRT must observe and demonstrate the NR TAFE Code of Conduct and Public Sector Commission Code of Ethic values and principles in their day to day activities and behaviour.



*"Respect and Integrity through Professionalism and Teamwork"*



## Position Overview

The key responsibilities of this position include;

- Providing information and support to managers and staff in accordance with Human Resource policy and processes in line with relevant legislation.
- Liaising with and acting as a conduit between the College and Training Business Services in relation to Recruitment, Selection, Appointment and Payroll related matters.

## Position Responsibilities

### **Recruitment, Selection, Appointment and Cessation Processes:**

- Coordinates the Recruitment, Selection and Appointment processes.
- Coordinates relocation and GROH housing processes.
- Coordinates the induction and probation process for new starters.
- Monitors compliance in relation to clearance requirements (Working with Children Checks and National Criminal History Record Checks).
- Provides information and advice to Management in relation to upcoming contract expirations. Monitors actions and follows up as necessary.
- Coordinates and monitors cessation/ exit processes.

### **Policies, Procedures, Guidelines:**

- Provides a general advisory service on human resource policies, practices and procedures and routine industrial / HR matters.
- Assists with the development of Human Resource policies and procedures, including implementation and monitoring adherence.

### **Payroll / Payments**

- Generates payroll related reports as required.
- Manages the distribution and monitors timely return of Salary Certification reports.
- Checks Annual Leave Travel Concession entitlements / calculations.
- Oversees the travel function.
- Liaises with and provides payroll related information to other agencies (eg. TBS, auditors, and the Australian Bureau of Statistics).
- Arranges reimbursement /payment of staff entitlements/allowances.

### **Quality Control**

- Checks forms and other documentation before forwarding internally or externally to the College.
- Maintains College HR Intranet site.
- Other duties as required within scope and competence.

*The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards and College Code of Conduct*

## Selection Criteria

### Essential Criteria

1. Experience in the interpretation and provision of general Human Resource advice relating to Acts, Industrial Agreements and Awards, Regulations, Policies and Procedures.
2. Well-developed communication skills (verbal, written and interpersonal) and the ability to work effectively both within a team and independently.
3. Proficiency and experience in using a range of software applications (eg. Microsoft Office Suite, Internet Explorer, Email), including a computerised HR/Payroll system.
4. Well-developed analytical, problem solving and organisational skills, with the ability to coordinate multiple tasks and set work priorities to meet given time-frames (whilst maintaining established systems of work).
5. Knowledge and commitment to Equity and Diversity and Occupational Safety and Health principles relating to all aspects of employment and service delivery.



## Other Requirements

May be required to work any College Campus

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## Appointment Factors

**Location:** North Regional TAFE Campus

**Accommodation:** Not applicable

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

## Special Conditions

### National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

### Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

### Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

## Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations  
Vocational Education and Training Act (1996)  
Public Sector Code of Ethics  
North Regional TAFE's Code of Conduct  
Equal Opportunity Act (1984)  
Occupational Safety and Health Act (1984)  
Internet Terms and Conditions of Use  
Employee Software and Compliance Statement  
North Regional TAFE policies and procedures

## CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Kevin Doig
Signature		Signature	



Date:	05/05/2020	Date:	25/02/2020
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