Job Description Form – HR Officer Recruitment and Establishment

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| **Position number:** | Generic | **Classification:** | Level 3 |
| **Division:** | Corporate Services | **Branch/section:** | Recruitment and Establishment |
| **Reports to:** | HR Consultant Recruitment and Establishment | **Direct reports:** | Nil |

About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectful  Accountable  Responsive  Open-minded  Integrity |

Context

The Corporate Services team includes human resources, procurement, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

Position purpose

Provides customer focused support across a diverse range of human resources activities including recruitment, selection, establishment (position management) and job design.

Responsible for providing efficient and effective support in the delivery of recruitment processes, commencement and onboarding of new staff. The role will involve providing a customer-centric advisory service to both staff and managers, ensuring alignment with departmental policies, public sector norms, and relevant legislation.

Responsibilities

1. Liaises with staff and managers, providing a customer focussed advisory service on recruitment, selection, job design and position management.
2. Undertakes a range of human resource activities that support end to end recruitment and selection.
3. Identifies recruitment, selection and appointment opportunities and supports managers with the undertaking of these processes.
4. Undertakes quality assurance of advertising and recruitment documentation and liaises with business areas as required.
5. Facilitates onboarding of new employees, including issuing contracts and completion of all pre-employment compliance checks prior to appointment.
6. Facilitates and ensures compliance of contract variation and management of existing staff.
7. Ensures Public Sector Standards in Recruitment and Selection and corporate policies are met and maintained, including Equal Employment Opportunity requirements.
8. Provides assistance relating to establishment management functions in the HRMIS, including position creations, amendments and abolitions.
9. Maintains appropriate and accurate records for all processes and transactions.
10. Supports teamwork and works proactively across the Human Resources Branch.
11. Proactively contributes to process improvements to enhance service delivery.
12. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
13. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Demonstrated knowledge and understanding of recruitment, establishment and or other human resource activities.
2. Well-developed written and oral communication and interpersonal skills, with the ability to liaise effectively with a wide range of stakeholders at all levels.
3. Demonstrated organisational skills with the ability to plan and prioritise task to meet strict timeframes.
4. Ability to work as part of a team and contribute to team goals and initiatives.
5. Ability to interpret and provide advice on legislation, policies and procedures.

Desirable

1. Experience in the delivery of human resources or administrative activities.
2. Experience in the application of computerised human resource management information systems and/or online recruitment databases.

Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 25 November 2024 |