

POSITION DESCRIPTION

	Effective Date:	August 2025
POSITION TITLE:	Human Resources Officer	
REPORTS TO:	Head of Human Resources	
EXPERIENCE AND QUALIFICATIONS:	<p>1. Job Specific Relevant technical expertise, including:</p> <ul style="list-style-type: none"> • Relevant (or progressing towards) qualification in Human Resource management (minimum Diploma in Business or Human Resources). • Proficiency in Human Resources practices and procedures. • At least 5 years' experience in human resources practices and processes. • Practical application in computerised Human Resources systems and databases (Synergetic and OrgView) as well as MS Office suite (Excel, Word, Outlook) • Knowledge, understanding and the ability to apply and interpret key legislation including the National Employment Standards, Modern Awards, Enterprise Bargaining Agreements and Laws related to Equal Opportunity and Work Health and Safety. • Proficiency in taking corrective action to ensure Human Resources information is accurately recorded. • Capacity to review and improve practices and processes related to human resources. • The successful applicant will hold or have the ability to obtain a Working with Children Check and a National Police Clearance. <p>2. Management and Leadership Self-Management:</p> <ul style="list-style-type: none"> • Demonstrated flexible approach to the role and the ability to multi-task and problem solve in a dynamic fast-paced environment. • Ability to work both independently and collaboratively as part of a team. • Proven organisational skills with the ability to undertake computer related administrative duties. • High degree of initiative and enthusiasm. <p>3. Communication and Interpersonal</p> <ul style="list-style-type: none"> • Excellent communication skills (written, verbal, interpersonal) and customer service. • Ability to maintain strict confidences on matters associated with Human Resources. • Commitment to Best Practice in all duties associated with the position. • Willingness to uphold the ethos and values of the School. 	
SELECTION CRITERIA:	<ul style="list-style-type: none"> • Demonstrated experience in providing quality support and advice in Human Resources. • Highly developed interpersonal and communication skills with the proven ability to communicate human resource advice and concepts clearly. • Excellent research and analytical skills. • Ability to be flexible and willing to adapt to new and changing situations in technology, staffing and policies. 	

	Effective Date:	August 2025
POSITION TITLE:	Human Resources Officer	

	<ul style="list-style-type: none"> • Ability to work autonomously and demonstrate initiative, drive, integrity, loyalty and a strong sense of professionalism. • Highly developed organisational skills and a demonstrated ability to work to strict deadlines. • Ability to foster and promote positive personal relationships and trust with all stakeholders. • Ability to prepare documentation in line with relevant situational requirements. • Demonstrated ability to maintain loyalty and strict confidentiality. • Understanding of the education sector would be considered advantageous.
--	--

POSITION PURPOSE:

The Human Resources Officer will provide operational and advisory support to the Head of Human Resources for all human resources, employee relations and staff growth and professional learning activities.

This role will contribute to a dynamic Human Resources team, delivering detailed documentation, processes and systems which ensure all aspects of the employee lifecycle are managed effectively.

This includes but is not limited to:

- End to end recruitment
- Induction
- Appraisal and Probation
- Professional Learning
- Separation

The provision of excellent customer service and delivery of confidential support and guidance in relation to workplace legislation and the School's Human Resources Policies and procedures is paramount with both internal and external stakeholders.

KEY RESPONSIBILITIES:

With guidance from the Head of Human Resources, the Human Resources Officer is responsible for delivering effective and compliant generalist human resources advisory and administration services in accordance with relevant legislation. This role provides second tier human resources support and assistance to all employees of the School, including but not limited to:

Recruitment

- Liaise with Line Managers and Head of Human Resources to prepare recruitment activities, develop and/or update position descriptions, draft advertisements and agree sourcing channels.
- Provide support for and participate in interview panel responsibilities including reference checking and candidate communications.
- Pro-actively identify upcoming vacancies initiated by long service leave, parental leave, resignations etc, liaise with stakeholders to determine recruitment timeline and selection panel. Determine and action appropriate calendar scheduling for stakeholders.
- Draft employment contracts (new contracts as well as contract variations) and other human resource confirmation letters, ensuring high degree of accuracy in all employment conditions correspondence and appropriate approvals.
- Assist with staff induction days as required.

Staff Growth and Professional Learning

- Work in collaboration with the Head of Human Resources and Director of Learning and Teaching (Years 7 to 12) to provide support for performance review and appraisal cycles ensuring relevant stakeholder input and actions meet required timeframes.
- Act as the point of contact for the co-ordination and monitoring the timelines for employee review, probation and appraisal, ensuring required check points, review conversations and

	Effective Date:	August 2025
POSITION TITLE:	Human Resources Officer	

documentation are actioned in a timely manner eg: 6-months, 12-month appraisals conversations etc.

- Ensure the capacity to retrieve data in report form to provide the ability for the Leadership Team and Head of Human Resources to analyse staff growth and professional learning information across the School.
- Seek professional learning opportunities as they relate to non-teaching and operational staff, communicating opportunities to relevant line managers and members of the Leadership Team.
- Support the Leadership Team with planning and provision of the operations and support staff component of Professional Learning days.
- Pro-actively contribute to systems management and administration for Staff Growth and Development programs including but not limited to:
 - Lead Teacher
 - Study Assistance (Kadadjini Study program)

Issue Resolution

- Work closely with the Head of Human Resources to support and advise on disciplinary and grievance issues, ensuring that policies and procedures are followed, undertake disciplinary and grievance meetings when necessary.
- Act early to address interpersonal issues and workplace conflict issues.
- Assist with sensitive employee relation issues as required and work with the Head of Human Resources to ensure appropriate procedures are in place.
- Act as staff support role when needed.

General Duties

- Assist with the development and scheduled review of Human Resources policies, processes, and systems.
- Undertaking exit interviews and/or provide information to the Head of Human Resources to allow for analyse of exit data and staff turnover statistics.
- Provide administrative support for the Perth College Enterprise Agreement bargaining process as required.
- Contribute to the overall success of the School by being a team-player and undertaking other roles, projects and duties as requested by the Head of Human Resources.
- Pursue personal development of skills and knowledge necessary for the effective performance of the role.

Workplace Health and Safety

- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in Complispace, as updated from time to time.
- Demonstrate a commitment to workplace health and safety and report all hazards and incidents that the individual is party to or observes in the correct manner and in accordance with policy.

Hours of Work

This is a full-time position.

4 weeks Annual Leave to be taken during School holidays.

Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College.