

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Human Resources Support Officer</b>
<b>Position Number:</b>	<b>10505</b>
<b>Directorate:</b>	<b>Office of the CEO</b>
<b>Reports to:</b>	<b>Manager Human Resources</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2021</i></b>

## 1. POSITION OVERVIEW

The Human Resources Support Officer is responsible for providing systems and administrative support to the HR team and providing a professional Human Resource service to both internal and external customers.

### 1.1 Position Objectives

- Assist the HR department with administration support for all areas including Recruitment, Human Resources, Payroll, Housing and OSH.
- Assist the HR Officers maintain elements of the employee relations programs, HR Intranet page and uniforms.
- Assist Manager Human Resources with the administration of HR functions.
- Seek to improve processes associated with the delivery of Human Resources to ensure best practice being provided by the department.
- Provide customer service to staff and HR team with respect to HR procedures and functions.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Administrative Support

- Assist the HR team with administrative duties and projects as required.
- Assist in the preparation of contracts, letters and memos under instruction from the HR team.
- Complete corporate uniform orders and returns.
- Collate information supplied in exit interview.
- Maintain the HRIS with training and certificate renewal dates and advise appropriate managers of training requirements.
- Assist in the updating of HR procedures.
- Provide assistance to Payroll.
- Assist in the administration of the termination process.
- Maintain HR & Payroll filing system.
- Any other duties consistent with the level of this position.

### 2.2 Recruitment

- Perform recruitment administration including preparing recruitment packs, interview packs and sending unsuccessful letters etc.
- Monitor HR email and incoming correspondence.
- Log applications for employment.
- Prepare, maintain and dispose of recruitment files in accordance with Council's Recordkeeping Policy.

### 2.3 Relief Support

- Provide relief and support for the HR team.

## **2.4 Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

## **3. KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

### **3.1 Authority & Accountability**

- Works under regular supervision of the Manager Human Resources.
- Works in accordance with approved Council's policies, procedures and guidelines.

### **3.2 Specialist Knowledge & Skills**

- Developed computer skills including proficiency in Microsoft Office products such as Word, Excel and Outlook.
- Well-developed numeracy & literacy skills

### **3.3 Interpersonal Skills**

- Developed verbal and written communication skills with a high level of attention to detail, accuracy and confidentiality.
- Demonstrated ability to provide customer service, advice, information and assistance to a range of people.
- Demonstrated ability in the areas of time management, working autonomously and within a team.

### **3.4 Qualifications and Experience**

- Experience in providing administrative support in a multi-disciplined working environment
- Possession of or progress towards tertiary qualifications in a Human Resources or Industrial Relations field (desirable)
- Current C class drivers licence
- National (or Federal) Police Certificate no more than 6 months old