JOB TITLE **HUMAN RESOURCES OFFICER**

**REVIEW DATE 25/01/2018**

REPORTS TO Chief Executive Officer

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| **position description** |
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| Position purpose | ***This position is primarily responsible for the human resource functions of the Corporation working directly with the Chief Executive Officer to achieve the Corporation’s objectives.***   |
| Main tasks | Core objectives include: * Assist the Chief Executive Officer with the management of the Corporation’s Apprenticeship and Traineeship programs to achieve desirable results (training schedules, contracts)
* Assist the Corporation in achieving strategic planning objectives
* Book employee medicals as required (pre-employment, annual health checks, vaccinations and general) and notify both employee and line manager
* Conduct drug and alcohol tests (pre-employment and random)
* Conduct inductions for employees
* Co-ordinate work experience placements with the local high school
* Develop and implement the Corporation’s human resource policies, practices and procedures
* Disciplinary proceedings - Provide advice to Management, preparation of the documentation/ letters, attend and minute meetings
* Ensure the Corporation adheres to applicable State and Federal acts and regulations relating to human resources
* Facilitate the recruitment and selection processes
* Liaise effectively with external parties and maintain existing relationships
* Maintain personnel information and training records in the appropriate databases
* Maintain uniform stock levels and update records as the uniforms are allocated to staff
* Manage grievances within the workplace appropriately and within a timely manner
* Manage WorkCover claims including completion of documentation as required, lodgement of forms, liaising with the insurer and associated parties whilst employee is receiving medical treatment and ensure adherence with return to work programs
* Organise employee training including travel arrangements as required
* Preparation of employment contracts
* Prepare documentation and reports to management when reviewing staff performance for probation periods and performance appraisals
* Prepare purchase requisitions as required
* Provide advice to staff on general HR matters, such as entitlements, leave and position responsibilities
* Provide assistance with performance management issues
* Regularly refer to the Industrial Instruments relevant to the Corporation to ensure adherence and wage management

The above list is not exhaustive and the role may change to meet the overall objectives of the company. |
| Other Duties | Fulfil other duties as required by management and other department personnel as requested/required. |
| **Person Specification** |
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| Qualifications  | * Tertiary qualification in Human Resources (Minimum – Certificate 4)
* Certified to conduct workplace drug and alcohol assessments
* Cultural Awareness
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| Experience | * Minimum 2 years’ experience in a similar role
* Demonstrated analytical and time management skills
* Demonstrated computer literacy in Microsoft Office Suite
* Demonstrated discretion when dealing with confidential matters
* Demonstrated experience in conducting drug and alcohol testing within the workplace
* Demonstrated verbal and written communication skills
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| Knowledge | * Demonstrated knowledge, understanding of and commitment to the principles of State and Federal Acts and regulations relating to human resource functions
* Demonstrated understanding and appreciation of the socioeconomic status and traditions of Indigenous Australians and ability to communicate effectively with Aboriginal people
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| Skills & competencies | * **Communication:** the ability to communicate clearly and concisely**,** varying communication style depending upon the audience.
* Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.
* Teamwork: willingness to assist and support others as required and work alongside team members in a professional and positive environment.
* Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
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| Personal attributes | * Professional approach
* Ability to work under pressure
* Organisational and time management skills
* Excellent attention to detail
* Confident manner
* Positive approach to change
* Ability to maintain confidentiality at all times
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| Other | * Current National Police Clearance (essential)
* Pre-employment medical (essential)
* Current open “C” class manual drivers licence (essential)
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**This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.**

**ACKNOWLEDGEMENT**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

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| **SIGNED BY YOU**.........................................................Employee |  | .............................................Date |

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| **SIGNED BY AUTHORISED REPRESENTATIVE OF PILBARA META MAYA REGIONAL ABORIGINAL CORPORATION** |
| .........................................................Chief Executive Officer |  | .............................................Date |