



POSITION DESCRIPTION

HR Officer

Reports to: Senior Manager, HR Services
Classification: PACCT 4

Department: HR Services
Location: Mildura Campus

About SuniTAFE

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Our Values

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



Primary objectives

- Coordinate and provide operational HR focused administrative support.
- Support payroll processing by accurately entering and updating staff wage and benefit records.

- Ensure HR administrative processes are monitored and continually improved.

Position summary

Under the general supervision of the Senior Manager, Human Resource Services, the HR Officer provides support in all aspects of the employee life cycle from recruitment, onboarding, monitoring of contract and time fraction ends dates, administering professional development activity to coordinating the exit process.

The role also prepares data in the HRIS to support timely and accurate payroll processing.

As part of the HR team the incumbent is required to maintain a sound understanding of Human Resource practices used including relevant policies, procedures and regulations.

Key responsibilities

1. Coordinate the HR Administrative Support function within the HR Service team.

- Provide administrative support to HR Advisors in relation to the recruitment process, including;
 - Arranging interviews.
 - Creating offer letters and employment contracts; and
 - Verifying and documenting candidate identity, right to work and qualifications.
- Where required participate in panel interviews as the HR representative
- Coordinate the onboarding of new staff including the presentation of the Corporate Induction Program and create new staff announcements.
- Procurement of name badges and staff uniforms.
- Create employee files, ensuring all required documentation is received and recorded prior to commencement.
- Coordinate the Probation process by sending out appropriate documentation at milestone points and escalating to HR Advisors when necessary.
- Coordinate the administration process of exiting employees including resignation acceptance letters and communication to relevant staff.
- Monitor the progress of trainees across SuniTAFE.
- Monitor the currency of staff's working visas, Working with Children Cards and any relevant checks.
- Oversee all fixed term staff contract information including time fraction changes and variations and distribute to managers to advise on action to be taken.
- Oversee and coordinate staff incremental progressions, providing managers with appropriate instruction and documents.
- Coordinate approved professional development requests and organise registrations where applicable ensuring PD is recorded via the HRIS.
- Coordinate and administer the SuniTAFE Uniform policy including monitoring uniform entitlements, liaising with uniform providers and fulfilling required procurement processes.

- Create and implement Standard Operating Procedures relevant to the recruitment/selection and induction processes, WorkCover and Return to work, All Staff Communication forums and any updates to HR Processes.
 - Act as a point of contact for staff and managers to advise on questions related to HR processes.
2. **In concert with the finance team, support payroll processing by accurately entering and updating staff wage and benefit records using the SuniTAFE TechOne payroll.**
- Initialise and maintain all personal and organisational details onto the payroll system.
 - Prepare and process payroll actions required within a fortnightly pay cycle including salary and superannuation variations.
 - Provide information and advice to staff on terms and conditions of employment in accordance with the Fair Work Act 2009, Modern Awards and related Agreements.
 - Identify and propose workable solutions to areas of concern that arise from routine data processing.
 - Working closely with the Finance team, develop systems and practices that ensure the timely operation of the payroll process.
3. **Act in accordance with SuniTAFE values – Relationships, Integrity, Accountable and Improvement including:**
- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
 - Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
 - Actively participate in the Institute's annual Workplan and Performance Review process.
 - Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
 - Complies with OH&S and EEO legislation;
 - Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
 - Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
 - Reports to work as scheduled with a willingness to work flexible hours according to business needs.
 - Demonstrates a willingness to adopt change and new initiatives.
 - Represents the Institute professionally at all times.
 - Actively promotes and encourages a service culture within the team.
 - Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.

- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

QUALIFICATIONS & EXPERIENCE:

- Certificate IV qualification in Business Administration, Human Resources or payroll.
- Over 12 months experience in an administrative role ideally in a HR or payroll function.

SKILLS & ABILITIES:

- A strong understanding of relevant legislation, policies and procedures play in ensuring organisational compliance.
- An understanding of the enterprise agreements and awards applicable to SuniTAFE staff in order to have proper context to advice on procedural matters.
- An understanding of payroll requirements from both SuniTAFE procedural perspective but also from a legal standpoint in order to accurately add and update payroll records in a legal and compliant manner.
- A commitment and ability to work to a high standard of professionalism, including accuracy and an eye for detail.
- Excellent organisation skills including the ability to prioritise tasks establish and monitor schedules and meet deadlines.
- Excellent verbal, interpersonal, written and presentation skills.
- Awareness of confidentiality issues in the HR team and the ability to deal appropriately with such matters.
- Strong initiative to coordinate the HR and payroll administrative processes to find continually improve efficiencies of processes and ease of use by stakeholders.

Organisational relationships

Subordinates	Key Relationships	
	Internal	External
Nil	<ul style="list-style-type: none"> • Managers • Staff • Finance team 	<ul style="list-style-type: none"> • Uniform suppliers

Key selection criteria

- Certificate IV qualification in Business Administration, Human Resources or payroll and experience in an administrative role ideally in a HR or payroll function.
- An understanding of payroll procedural requirements in order to accurately add and update payroll records in a legal and compliant manner.
- A commitment and ability to provide a high standard of administrative support, including accuracy and an eye for detail.
- Excellent verbal, interpersonal, written and presentation skills.
- Awareness of the requirement to maintain confidentiality and the ability to deal appropriately with such matters.

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating at least two vaccinations.*

Additional Information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.
- Position, requirements, classification skill level required and conditions in accordance with Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2021.