

JOB AND PERSON SPECIFICATION

Title of Position: HR Support Officer (0.7fte)
Classification: ASO2
Location: Northern Country Business Centre
Reports To: Team Leader Human Resources

CORRECTIONAL SERVICES
Position No: P09523
Division: Statewide Services

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The HR Support Officer is operationally accountable to the Business Centre Manager for the provision of quality human resource management services within the Business Centre region.

KEY STAKEHOLDER INTERACTION

The HR Support Officer reports organisationally to the Team Leader Human Resources and works collaboratively as member of the Business Centre Human Resources and Rosters team and is also a member of the Northern Country Correctional Business Centre team.

The position works closely with staff in Human Resources, Rosters, Central Office, support staff across the Department and staff from external agencies in particular, Shared Services SA.

BRANCH PROFILE

There are three Correctional Business Centres across the State of South Australia that provide a range of business services including Human Resources, Finance, OHS and Procurement functions to the Custodial Services and Community Corrections Directorates within a geographical region.

The Centres service 3 geographical regions as follows:

- Northern Metropolitan (YLP, APRC, AWP, NMCCR) located at Northfield
- Southern Metropolitan (ARC, SMCCR) located at Edwardstown
- Northern Country (PAP, PLP, NCCCR) located at Port Augusta

The Northern Country Correctional Business Centre provides a range of business services including Human Resources, Finance, WHS, and Procurement functions to the Custodial Services and Community Corrections Directorates within a geographical region. These include Port Augusta and Port Lincoln Prisons, Port Augusta, Port Pirie, Whyalla, Port Lincoln, Ceduna and Coober Pedy Community Correctional Centres.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check;
- A current South Australian Driver's Licence is essential;
- A flexible approach to working hours is required;
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Provide and maintain an effective and efficient Human Resource service to business units within the Northern Country Correctional Business Centre by:

RECRUITMENT & POSITION MANAGEMENT

- Maintaining accurate records of staff, positions and vacancies
- Preparing documentation for the advertisement of positions and registering vacancies.
- Monitoring and reporting on the status of advertised positions
- Providing administration support for selection panels
- Monitoring status of pre-employment checks (police clearances) for potential DCS applicants
- Preparing documentation for ID card applications
- Preparing and submitting documentation for User Access
- Preparing and processing documentation for new and transferred employees

LEAVE MANAGEMENT

- Determining leave entitlements, obtaining leave preferences from staff and collating information
- Monitoring leave forms submitted in accordance with leave calendars
- Reporting leave discrepancies and allocations
- Maintain statistics on leave recording.

RECORDING & REPORTING

- Maintaining Human Resource systems relating to:
 - Leave entitlements/liability
 - Leave returns
 - Attendance records
 - Employment contracts
 - Vacancy rates
 - Advertisement information
 - Position management
 - Inductions
 - Additional Duties & various allowances
- Verifying accuracy of Workforce Planning Reports, Leave Reports and data entry in the rostering database, reporting discrepancies
- Actioning discrepancies on Bonafide Reports identified by sites, maintaining registers, monitoring and following up outstanding actions
- Providing advice on payroll, leave entitlements, allowances and penalties
- Collating attendance records, checking for accuracy and filing.
- Preparing documentation for assignments, allowances & fortnightly casual and penalty timesheets.
- Liaising with Shared Services regarding payroll queries.
- Obtaining reports from existing HR systems.

Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.

Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Not applicable

Desirable: Not applicable

PERSONAL CRITERIA**Essential Criteria**

- Proven ability and commitment to quality and customer focused service delivery.
- Demonstrated ability to communicate effectively, both verbally and in writing, including the ability to produce quality outcomes whilst maintaining confidentiality.
- Ability to maintain and encourage a team approach by displaying high morale and a positive and supportive outlook when interacting with other members.
- Proven ability in organising, prioritising and co-ordinating high volumes of work, working with limited supervision and maintaining accuracy in meeting set timeframes.
- Demonstrated use of initiative and self motivation
- Proven ability to be flexible and adapt to workplace changes.
- Demonstrated knowledge and experience in the use of Microsoft Office software and effective administrative procedures.
- Ability to apply, explain and adhere to legislative requirements and the knowledge of the Public Sector, Equal Opportunity Acts, Occupational health, Safety and Welfare Act and Regulations.

Desirable Criteria

- Knowledge and experience of government human resource processes and procedures
- Understanding of the responsibilities of Government employees in relation to the State Records Act
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.