



## JOB AND PERSON DESCRIPTION

**Title of Position : HR Officer**  
**Classification : ASO3**  
**Location : Southern Business Centre**  
**Reports To : Business Centre Manager**

**CORRECTIONAL SERVICES**  
**Position No: M29234**  
**Division : Custodial Services**

## JOB AND PERSON SPECIFICATION APPROVAL

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**Chief Executive or Delegate**

### JOB SPECIFICATION

#### KEY PURPOSE OF THE POSITION

The HR Officer is accountable to the Business Centre Manager for the provision of a quality administrative and support service relating to human resource management within a geographical region.

#### KEY STAKEHOLDER INTERACTION

The HR Officer reports to the Team Leader Human Resources and works collaboratively as a virtual member of the Business Centre team for the region.

The position works closely with staff in Human Resources, 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, WHS 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
- Northern Country (PAP, PLP, NCCCR) located at Port Augusta
- Southern (MOB, CTC, SCCR, SWS) located at Murray Bridge

#### 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

**JOB & PERSON SPECIFICATION**

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 effective and efficient human resource services to specified Correctional facilities and locations within the region by:

**RECRUITMENT & POSITION MANAGEMENT**

- Maintaining accurate records of staff details, positions and vacancies
- Identifying and arranging the filling of positions to meet organisational requirements in consultation with local management
- Preparing documentation for the creation, variation and abolition of positions
- Advertising positions, registering vacancies and selection outcomes
- Monitoring and reporting on the status of advertised positions
- Providing administration support for selection panels
- Acquiring and monitoring acquisition of pre-employment checks (police clearances) for potential DCS applicants
- Verifying the accuracy and consistency of position and employee information contained in local registers, Microster and CHRIS
- Providing information on current and forecasted vacancies and absences
- Liaising with other Business Units to enable the transfer of DCS employees

**LEAVE MANAGEMENT**

- Determining leave entitlements, obtaining leave preferences from staff and collating information
- Validating leave submissions in accordance with provisions and entitlements of the relevant Acts and any applicable Enterprise Agreements
- Verifying leave forms with leave calendars
- Reporting leave allocations and discrepancies

**WORKERS COMPENSATION**

- Processing accident and Workers Compensation claims in a timely manner
- Monitoring documentation for staff returning to work after injury in accordance with legislation and business unit standards
- Liaising with local management and Injury Prevention and Management Unit on workcover related matters and processes

**RECORDING & REPORTING**

- Collating and distributing statistical information in relation to staffing issues, including Call backs, Overtime, Workcover and unplanned leave, leave liability, classification and incremental levels
- Maintaining Human Resource systems relating to:
 

☐ Leave entitlements/liability	☐ Advertisement information
☐ Leave returns	☐ Position management
☐ Attendance records	☐ Inductions
☐ Employment contracts	☐ Additional Duties & various allowances
☐ Vacancy rates	☐ Performance review
	☐ Performance Development Plans

**SUPPORT FOR ROSTERS COORDINATOR**

**JOB & PERSON SPECIFICATION**

- Providing information relating to backfilling, over/under staffing, usage of call backs and overtime to the Finance Team and Management
- Checking accuracy of Workforce Planning Reports, Leave Reports and the data entry into the rostering database and report 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
- Providing accurate and timely information for the processing of pays
- Collating attendance records, checking for accuracy and filing.
- Preparing documentation for assignments, allowances & fortnightly casual, penalty timesheets and payment of Hourly Paid Instructor's (HPI's)
- Liaising with Shared Services regarding payroll queries
- Providing information to Finance Personnel for obtaining reimbursement of costs associated to staffing resources
- Obtaining reports from 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: Nil

Desirable: Nil

**PERSONAL CRITERIA****Essential Criteria**

- Demonstrated ability to deliver quality customer services
- 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 consistent levels of morale and a positive and supportive outlook
- Proven ability in organising, prioritising and coordinating high volumes of work, working with limited supervision and maintaining accuracy while meeting set timeframes
- Demonstrated use of initiative and self-motivation
- Experience in compiling human resource documentation and procedures, within the framework of government guidelines
- 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

**Desirable Criteria**

- 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
- Knowledge and experience of government human resource processes and procedures