



POSITION DESCRIPTION

Position Title:	Human Resources Officer
Level:	Level 6 (ILC & HSUWA Enterprise Agreement 2016)
FTE:	1.0 (37.5 hours per week)
Special Allowances:	Nil
Business Unit:	Corporate Services
Reports to:	Manager Human Resources
Location:	Perth metropolitan
Date Reviewed:	7 January 2019

Independent Living Centre (ILC)

The Independent Living Centre WA (ILC) provides information and advice, assessment, training, funding and hire services that enable Western Australians of all ages and abilities to live more independent and fulfilling lives.

Service areas include assistive technology and equipment advice and assessment, home modifications, occupational therapy driver assessment, carer respite and support, Home and Community Care, regional assessment, and grants and equipment funding.

ILC's Vision

For people to reach their goals to live independent and full lives through easy access to community allied health services, the right assistive technology and home modification solutions.

ILC's Purpose

To support all individuals, including people with a disability, those who are ageing, their families and carers to live full and independent lives. We do this by providing individuals with allied health solutions and the right assistive technology that enables them to live in good health and independently at home and in the community. Our passion and motivation comes from making a real difference to individuals' lives.

ILC's Goals

1. Provide high quality and relevant consumer focused services within the community.
2. Be a national leader in assistive technology.
3. Enhance organisational capacity to support service delivery.
4. Be financially sustainable.

ILC's Values

- Integrity:** Working, behaving, speaking and listening with honesty and truthfulness.
- Passion:** Going the extra mile because we believe in what we do.
- Respect:** Valuing people and embracing their individual or unique qualities.
- Collaboration:** Building relationships, sharing knowledge and ideas.
- Innovation:** Seeking creative solutions and opportunities, having confidence to think differently and have a go.
- Responsible:** Being reliable and accountable and doing as we say we will do.

Competencies

Customer Service

Provides a comprehensive personalised service to customers including consumers, suppliers, stakeholders, service providers and health professionals.

Resource Management

Understands and makes best use of the available resources including personnel, systems, policies, procedures, assets, equipment and information and communication technology.

Team Contributor

Contributes to the overall performance of the team and organisation through communicating and interacting effectively with others.

Personal Awareness

Is self-aware in terms of strengths and weaknesses; understands how own behaviour and actions impact on others and the business.

Position Overview

The Human Resources (HR) Officer provides best practice HR advice and assistance to managers and staff on general HR matters, and undertakes administrative HR tasks related to position design and classification; recruitment, selection and appointment; onboarding and offboarding; employment conditions; occupational safety and health; and workers' compensation, and administers the payroll.

The HR Officer also contributes to the review, development and implementation of HR strategies.

Key Accountabilities/Duties

Personnel and Payroll Administration

1. Complete the full range of personnel and payroll processing including new hires, roster changes, increments, allowances, terminations and position changes.
2. Assist with the lodgment of superannuation contributions.
3. Undertake leave audits as required.
4. Coordinate the fortnightly lodgment of timesheets and leave requests/approvals to ensure timely and accurate payroll processing.
5. Identify and administer employee salary sacrificing requirements.
6. Liaise with the salary packaging provider.

Human Resources Consultancy and Continuous Improvement

1. Provide routine HR and employee relations advice to the CEO, managers and staff.
2. Promote the Employee Assistance Program (EAP) across the ILC.
3. Apply the employment conditions in daily HR processes, e.g. contracts, pay, leave, and identifies areas for improvement.
4. Assist with the planning and implementation of activities to ensure organisational readiness leading into the enterprise agreement negotiation period.
5. Research, identify and communicate best practice in HR across the ILC.
6. Partner with managers to identify and facilitate employee development opportunities as part of the performance management and development process.
7. Assist with the development and continuous improvement of HR policies, procedures and supporting tools.

HR Administration and Systems

1. Maintain accurate personnel files and associated database.
2. Maintain ILC organisational charts to ensure they reflect staff movements.
3. Maintain position descriptions for all ILC positions.
4. Undertake recruitment, selection and appointment administrative tasks, e.g. advertising the position, preparing the online vacancy file, and actioning the selection outcome.
5. Administer the onboarding, induction and exit processes.
6. Process workers' compensation claims and ongoing paperwork.
7. Assist with the identification, implementation and management of HR software packages.
8. Manage the human resource information systems (HRIS), including the management of templates and proformas.
9. Manage the payroll system including the annual payroll reconciliation process and production of payment summaries.
10. Liaise with the finance staff regarding the transmission of payroll and leave information into the finance system.
11. Create, generate and analyse HRIS reports as required, e.g. exit interviews, leave liability.

12. Contribute to the accuracy of the HR information for staff on the Intranet and in the Administration Manual.

Other

1. Promote the philosophy and objectives of the ILC.
2. Implement and adhere to all policy and procedural requirements of the organisation.
3. Undertake other duties as assigned.

WORK RELATED REQUIREMENTS:	Essential (E)	Desirable (D)
<u>QUALIFICATIONS</u>		
1. Relevant tertiary qualification and/or equivalent experience.		D
<u>KNOWLEDGE, SKILLS AND ABILITIES</u>		
2. Knowledge of contemporary HR processes and practices, particularly in recruitment, selection and appointment, and standard conditions of employment.	E	
3. Demonstrated ability to locate, interpret, apply and communicate employment information contained in relevant legislation, employment instruments, policies and procedures.	E	
4. Demonstrated ability to prioritise and organise daily work to meet strict deadlines, including establishing and maintaining systems of work designed to accurately accomplish a range of tasks and achieve competing priorities.	E	
5. Demonstrated ability to effectively communicate and work with people at various levels in a professional and empathetic manner to quickly identify and address their needs, and deliver quality outcomes.	E	
6. Demonstrated ability to identify problems, be proactive and use initiative in recommending effective solutions, in order to minimise or avoid problems and improve customer service.	E	
7. Demonstrated experience in accurately and methodically processing personnel and payroll information using a contemporary HRIS, including the ability to interpret and apply employment conditions to those processes.	E	
8. Demonstrated proficiency in the use of the Microsoft Office Suite, particularly, Word, Excel, Outlook.	E	
9. Current "C" class driver's licence.		D
10. Current National Police Check.	E	
7. Knowledge of general legislative requirements (e.g. Equal Opportunity Act 1984, Occupational Safety and Health Act 1984, Fair Work Act 2009).	E	
<u>WORK ARRANGEMENTS</u>		
11. Work at multiple sites.		D
<u>PHYSICAL REQUIREMENTS</u>		
12. Close vision requirements due to computer work.	E	
13. Ability to sit/stand at a workstation for extended periods of time.	E	