

# Role Description

# Human Resources Officer

## Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

24599

Content

Manager No.

21/276291

Work Unit

**Nominated School**

**Nominated Region**

**School and Regional Operations and Performance Division**

Location

**Various locations throughout the State**

Classification

**AO4 Qld Public Service Officers and Other Employees Award - State 2015**  
**36 ¼ hour week**

Job Type

**Permanent / Temporary / Full-time / Part-time**

**Temporary period until XXXX unless otherwise determined**

Salary Range

**per annum**

Salary is reflective of full-time employment (1.0FTE)

*Plus superannuation contributions of up to 12.75% of your annual salary.*

## Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

## Your opportunity

As the Human Resources Officer you will:

- Provide operational support and advice to staff on a diverse range of human resource management matters, in consultation with the Business Manager.
- Coordinate and/or administer human resource processes and procedures, including staff movements, and respond to staff enquires regarding employee entitlements, enabling a responsive human resource service for the school.

The Human Resources Officer reports to the Principal or nominated delegate.

## Your role

Responsibilities include:

- Contribute to the development and implementation of human resource operational strategies, processes and systems to enable the efficient and effective provision of client focused services.
- Assist the Business Manager with the supervision of support staff.
- Coordinate and administer, effective and efficient human resource processes and functions which may include:
  - Managing the ADO and timesheet system for support staff.
  - Providing support with recruitment and induction training of school support staff.
  - Providing assistance to staff on employment conditions, pay and leave, MyHR, contracts and claims.



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people



**Queensland  
Government**

- Review local human resource systems and provide recommendations for enhancement.
- Monitor service delivery to identify efficiencies and ensure compliance with government and departmental legislation, directives, policies and standards.
- Provide operational support and advice on a range of human resource matters to enable informed decision making.
- Monitor human resources service delivery to identify efficiencies and to ensure compliance with governmental and departmental legislation, directives, policies and standards.
- Research and analyse human resource practices, in collaboration with the Business Manager, to enable informed decision making for the resolution of operational issues and the adoption of best practice.
- Operate effectively as part of a team and establish and maintain productive working relationships with staff and the school community.
- Undertake research and analysis of human resource practices to contribute to the resolution of operational issues and the adoption of best practice.
- Coordinate work to meet deadlines and commitments and to ensure efficient and effective service delivery.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

- This role description works in conjunction with the Candidate Information Package.