

Position Title:	Human Resource Officer	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The primary purpose of this position is providing support in the various HR functions, which include recruitment, staffing, training and development, performance management, etc. This support is in-line with business strategy.			

Key Responsibilities & Duties:

Major Responsibilities include but are not limited to:

1. Major Accountabilities

(Generic Responsibilities)

The areas of responsibility for this position are:

- Provide support to supervisors and staff to develop the skills and capabilities of staff:
 - Ensure that accurate job descriptions are in place
 - Provide advice and assistance when conducting staff performance evaluations
 - Identify training and development opportunities
 - Organise staff training sessions, workshops and activities
 - Process employee requests for outside training while complying with policies and procedures
 - provide staff orientations
- monitor staff performance and attendance activities:
 - monitor daily attendance
 - investigate and understand causes for staff absences
 - provide advice and recommendations on disciplinary actions
- coordinate staff recruitment and selection process in order to ensure a timely organised and comprehensive procedure is used to hire staff:
 - prepare notices and advertisements for vacant staff positions
 - schedule and organise interviews
 - participate in applicant interviews
 - conduct reference checks on potential candidates
 - prepare, develop and implement procedures and policies on staff recruitment
 - inform unsuccessful applicants
 - conduct exit interviews
- provide information and assistance to staff and management on human resource and work related issues:
 - promote workplace safety
 - provide assistance to staff and management on pay and benefits systems
 - explain employment standards and legislation such as workers compensation, labour standards
 - organise the transitional provisions of employee compensation, pay and benefits when positions are transferred or new positions are funded through contribution agreements and other special funding arrangements
- ensure all activities are conducted in accordance with all OHS requirements
- Implements the company's policies and procedures

2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

3. Working Relationships

Internally this position works with:

- General Manager
- Department Managers
- All Staff

Externally key working relationships are with:

- Law associations
- Government organisations

Key Competencies

- An understanding of relevant legislation, policy and procedures
- Ability to create job descriptions
- Policy writing development
- Performance review methods and techniques
- Staff training, development and recognition
- Mentoring and coaching
- Negotiating skills

Agreement

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed

Employee.....Date:.....

.

Signed

Manager:.....Date:.....

...