



---

**Position Title:** Human Resources Assistant (Transactions)  
**Position Classification:** Level 4 (Dual classification)  
**Position Number:** 315582, 315709, 315710, 315724, 315725  
**Faculty/Office:** Human Resources  
**School/Division:** Service Delivery Centres  
**Centre/Section:** Central Unit  
**Supervisor Title:** HR Manager  
**Supervisor Position Number:** 315574, 315575, 315576

### **About the work area**

Human Resources supports the mission of the University by providing a high quality, responsive people management and advisory service

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

### **Reporting Structure**

Reports to: HR Manager

### **Role statement**

The Human Resources Assistant will, under supervision and direction, support the requirements of the area by providing accurate Human Resources support, advice and administrative processing service to the Faculty/Unit.

### **Key responsibilities**

Accurately process high volume, HR administration, data entry and documentation

Respond appropriately to issues and enquiries using experience and understanding

Support HR processes at Faculty/Unit level

Provide HR policy, process and systems advice and support to staff.

Investigate and solve standard issues within the team.

Report on HR data.

Suggest improvements including workflow, processes and practices.

Liaise with departments and colleagues in the provision of human resources service delivery

Other duties as required.

## **Specific work capabilities (selection criteria)**

Year 12 or equivalent competency

Considerable relevant experience in a HR related role.

Proficiency in a range of computing skills including word processing, spreadsheets, internet, email and an integrated Human Resource system, preferably Alesco.

Well developed organisational skills and ability to recognise and set priorities and meet strict deadlines.

Ability to work under limited supervision and productively as part of a team

Well developed written and verbal communication skills

Ability to adapt to change and be flexible.

Well developed analytical and numeracy skills.

Accuracy and attention to detail

Commitment to the provision of high quality customer service

## **Special Requirements**

NA

## **Compliance**

### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>



---

**Position Title:** Human Resources Officer (Transactions)  
**Position Classification:** Level 5 (Dual classification)  
**Position Number:** 315582, 315709, 315710, 315724, 315725  
**Faculty/Office:** Human Resources  
**School/Division:** Service Delivery Centres  
**Centre/Section:** Central Unit  
**Supervisor Title:** HR Manager  
**Supervisor Position Number:** 315574, 315575, 315576

### About the work area

Human Resources supports the mission of the University by providing a high quality, responsive people management and advisory service

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

### Reporting Structure

Reports to: HR Manager

### Role statement

The Human Resources Officer will, under general direction, support the requirements of the area by providing accurate Human Resources support, advice and administrative processing services to the Faculty/Unit.

### Key responsibilities

Accurately process high volume, complex HR administration, data entry and documentation on a timely basis

Respond appropriately to issues and enquiries using judgement and initiative

Support HR processes at Faculty/Unit level

Provide accurate and timely advice and support services to employees on human resource related policies and practices

Identify, investigate and resolve issues within the team.

Coordinate and report on HR data.

Identify and implement improvements including workflow, processes and practices.

Liaise and collaborate with departments and colleagues in the provision of high level human resources service delivery

Other duties as required

## **Specific work capabilities (selection criteria)**

Appropriate tertiary qualification or equivalent competency

Substantial relevant experience in a HR related role.

Proficiency in a range of computing skills including word processing, spreadsheets, internet, email and an integrated Human Resource system, preferably Alesco.

Highly developed organisational skills and ability to recognise and set priorities and meet strict deadlines.

Ability to work productively as part of a team

Highly developed written and verbal communication skills

Ability to adapt to change and be flexible

Highly developed analytical and numeracy skills.

Accuracy and attention to detail

Commitment to the provision of high quality customer service

## **Special Requirements**

NA

## **Compliance**

### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at

[http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>