# HR OFFICER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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## POSITION DETAILS

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| --- | --- |
| Position Title: | HR Officer |
| Job Type: | Permanent full-time |
| Hours of Work: | For example:  38 hours per week, Monday to Friday. |
| Reports to: | HR Manager |
| Award: | *A number of awards may be applicable, please call the Victorian Chamber* |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

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| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Provide general administration assistance to the HR Manager as required to assist in the achievement of business objectives. * Assist the HR Manager in reviewing and developing human resource policies and procedures. * Support and assist managers in undertaking and implementing HR processes in their divisions including but not limited to performance appraisals, disciplinary processes, learning and development activities and policy interpretation. * Administer letters of offer and employment status changes to ensure employment records are accurate and up to date. * Undertake recruitment and selection activities. * Liaise with external agencies to undertake recruitment activities, and coordinate employment applications. * Maintain the personnel database and files (HRIS), including employee records, workers compensation files, performance management data, and remuneration records. * Process and maintain the system of applications for allowance payments, leave requests, promotions, remuneration reviews, and other HR issues. * Act as a point of reference for HR queries from staff and managers across the Department. * Actively participate in the Annual Performance Review process. * Observe and practice the [insert company name] OHS and Quality policy, guidelines and procedures. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Degree in Human Resources Management |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Advanced skills in Microsoft Word and Excel * Excellent written and verbal communication skills. |

Employee Signature: Date:

Employer Signature: Date: