Role Description
Human Resources Officer

Cluster/Agency	SAS Trustee Corporation
Position Title	HR Officer
Division/Branch/Unit	Human Resources
Location	Sydney
Classification/Grade/Band	Senior Analyst
Kind of Employment	Fixed Term
ANZSCO Code	223111
PCAT Code	1224992
Date of Approval	TBA
Agency Website	www.statesuper.nsw.gov.au

Primary purpose of the role

The Human Resources Officer supports achievement of the organisation's people strategy by providing operational support with a focus on recruitment, WHS, training and administration.

Key accountabilities

- Manage all activities related to recruitment including drafting and posting vacancy advertisements, short listing applicants, organizing assessments, scheduling and participating in the interview process
- Manage all pre-employment checks and on-boarding of new employees
- Provide operational support for HR administration WHS and training
- Implement, monitor and report on operational HR activities
- Resolve operational issues with minimal risk to the organisation
- Contribute to projects as directed
- Optimise HR practices and support the achievement of quality outcomes

Key challenges

- Understanding and coordinating State Super's requirements, ensuring coherence with the broader cluster
- Assimilate information from a variety of sources in order to provide appropriate advice

Role dimensions

Decision making

Decisions made by incumbent

- Work prioritisation
- Improving existing processes

Decisions referred by the incumbent to direct manager

- People related issues that impact employees and the organisation
- Approval for operational projects and budgets

Reporting line

The position reports to the Executive Consultant, Human Resources

Direct reports

Nil

Budget/Expenditure

 N/A

Essential requirements

- Advanced MS Office skills
- Demonstrated experience in a similar capacity
- Working knowledge of NSW Government laws in relation to recruitment and WHS
- Applicants seeking employment with State Super must be permanent residents or Australian citizens, and will be required to undergo a criminal records check

Key relationships

Who	Why
Internal	
Executive Consultant, Human Resources	• Receive guidance and provide regular updates on projects, issues and priorities • Provide feedback and contribute to decision making • Escalate issues and propose solutions
Internal	
Stakeholders	• Consult and collaborate with to ensure effective delivery of HR service • Develop and maintain effective relationships and open channels of communication • Exchange information and respond to enquiries
External	• Develop and maintain effective relationships and open channels of communication • Exchange information and respond to enquiries

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

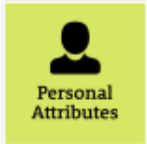| Capability group/sets	Capability name	Behavioural indicators	Level

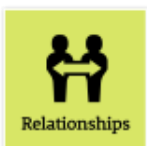|	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats	Advanced
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues	Intermediate

	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept
	Project Management Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Capability group/sets	Capability name	Description	Level
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced

	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept

Occupational Specific Complimentary Capabilities

Capability group/sets	Capability name	Description	Level
Human Resources	Workforce strategy	Contribute to defining business objectives, create evidence based workforce strategies to achieve outcomes and guide the organisation through the required change	Level 1
Human Resources	Organisational design	Define the organisational structures and workforce plans required to support the business in delivering results	Level 1
Human Resources	Talent Management	Develop approaches to proactively manage the supply of diverse leaders, talent and capabilities across the organisation	Level 1
Human Resources	Organisational culture	Identify, assess and encourage workplace values and behaviours to foster an engaged, inclusive and high performing workforce	Level 1