

WHAT IS A HUMAN RESOURCES OFFICER?

Human resources officers provide administration services for the recruitment and employment of staff.

ROLES OF A HUMAN RESOURCES OFFICER

- Conduct analyses to determine staffing numbers, skills and needs to meet the organisation's objectives
- Analyse the skills and qualities required for each particular job and develop job descriptions and duty statements
- Advertise staff vacancies, assess applications, interview applicants, give selection tests, prepare reports and make recommendations to management about staff appointments
- Maintain the personal records of employees on matters such as wages, superannuation, leave and training, and prepare associated management reports
- Arrange for and conduct staff training
- Use a number of management information systems to record, maintain, plan and manage the organisation's human resources
- Provide advice and information to management and employees on personnel policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programs
- Advise employees on work matters, career development, personal problems and industrial matters, and organise employee welfare services such as canteens, first aid, superannuation and social activities
- Take part in enterprise bargaining talks where employees, management and unions discuss the development of specific work arrangements and conditions (for example, pay and hours of work)
- Help put in place organisational changes (for example, those following from industrial relations legislation, revised job classification structures or technological changes)
- Maintain personnel records tracking employment history, promotions, transfers, salaries, superannuation, and training
- Take part in strategic management.

CAREER OPPORTUNITIES

Human resources officers are employed by organisations such as banks, insurance companies, hospitals, manufacturing firms, airline and shipping companies, large retail stores, and federal and state government departments and agencies.

QUALIFICATIONS REQUIRED

Work as a human resources officer is available without formal qualifications. However, entry to this occupation may be improved with qualifications in human resources.

SUPERVISION PROVIDED

A comprehensive orientation program is provided for all new staff members with ongoing support.

HUMAN RESOURCE OFFICER



PERSONAL SKILLS REQUIRED OF A HUMAN RESOURCE OFFICER

- Good planning, organisational, analytical and decision-making skills
- Good oral and written communication skills
- Confidentiality, tact and discretion when dealing with people.

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