

Job and Person Specification

Position	HR Support Officer		
Section	Corporate Services		
Position Reports to	Manager Business Services	Position Number	TBC
Employment Status	Full-time or part-time fixed term	Remuneration	ASO3

PRIMARY PURPOSE

The Organisation

The Independent Commission Against Corruption is established by the *Independent Commission Against Corruption Act 2012*.

The primary functions of the Commission are to:

- identify and investigate corruption in public administration; and
- prevent or minimise corruption in public administration, including through referral of potential issues, education, and evaluation of practices, policies and procedures.

The Commission is headed by the Commissioner.

Our Values

Independence

We conduct ourselves without fear or favour and make decisions according to law.

Accountability

We are responsible for our actions and decisions.
 We use our resources responsibly.
 We scrutinise ourselves as vigorously as we scrutinise others.

Integrity

We are fair and unbiased in all our dealings.
 We are honest, trustworthy, reliable and fearless in fulfilling our duties.

Respect

We treat everyone with respect, fairness and courtesy.
 We take our responsibilities seriously and use our powers carefully.

Excellence

We lead by example and demonstrate best practice.
 We continually strive to improve our capabilities, skills and knowledge.
 We are committed to professionalism and service.

Collaboration

We encourage the sharing of knowledge and ideas.
 We actively seek the contribution and perspectives of others.
 We work together to achieve best outcomes.

The Role

Working as an integral member of the Corporate Services Section, and reporting to the Manager Business Services, the HR Support Officer provides efficient and accurate information management, record-keeping, and data entry services to support human resources and other corporate activities. The HR Support Officer shows initiative in supporting the Senior HR Business Partner, working across a range of tasks in a fast-paced environment, demonstrating excellent attention to detail, while providing superior internal and external customer service.

KEY RESPONSIBILITIES

- Monitor central point of email contact for incoming administration, recruitment, and human resource matters, escalating as required.
- Work with the Senior HR Business Partner to coordinate recruitment processes and ensure timeframes are met and selections are made in accordance with relevant Commission policies and procedures, ensuring an ethical and accountable workforce.
- Draft employee related documentation, including job and person specifications, letters of offer, employment contracts and memorandums, using established templates.
- Organise the processing of employee security clearances and assessments.
- Coordinate the induction of new employees and separation of departing employees.
- Coordinate annual key management personnel and pecuniary interest disclosures/declarations by Commission employees.

- Assist the Senior HR Business Partner to maintain a summary of the Commission's workforce including position management, employee information and contract terms and conditions.
- Work with the Senior HR Business Partner to verify monthly payroll reports and reconcile payroll and financial systems to identify and follow up payroll discrepancies.
- Provide Help Desk support for the Commission's online leave and payslip system and follow up payroll issues on behalf of Commission employees by liaising with Shared Services SA and escalating as required.
- Undertake human resources audit and reconciliations in line with established protocols.
- Review and maintain corporate human resource templates.
- Provide confidential administration support services as requested.

Contributing to the achievement of the Commission's statutory functions and operational effectiveness by:

- Establishing and maintaining open and effective working relationships with internal and external stakeholders.
- Participating in planning, policy and decision-making processes, regularly reviewing and reporting information, and making recommendations to improve efficiency and effectiveness.
- Actively contributing to projects and participating in working groups and committees.

The Commission is a small agency which utilises multi-disciplinary teams. While each staff member has their own primary responsibilities and duties, all employees need to maintain a flexible approach and be team focused to meet the challenges faced by the agency.

You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

ESSENTIAL SELECTION CRITERIA

Technical Expertise	<ul style="list-style-type: none"> • Experience in preparing, editing and formatting professional business documentation using clear and succinct expression. • Sound understanding of, or demonstrated ability to learn, official record-keeping compliance, standards and protocols. • Demonstrated attention to detail to achieve high level accuracy in data entry. • Demonstrated ability to use Microsoft Office to produce high quality documents.
Knowledge and Skill	<ul style="list-style-type: none"> • Understanding of the principles of equal employment opportunity and recruitment practices. • Demonstrated ability to work autonomously, remain self-motivated and organise workload to achieve agreed targets. • Understanding of the corporate work environment and the importance of capturing and maintaining official records. • Willingness to revisit work in order to achieve quality standards. • Understanding of the importance of tact, confidentiality and discretion. • Keen customer focus and goal orientation with a proactive, common sense approach.
Personal Qualities	<p>Integrity High level of honesty, integrity, professionalism and ethical conduct.</p> <p>Resilience Ability to remain calm under pressure, maintain high levels of energy and accept constructive feedback.</p> <p>Team work Shares information and works well with the different working styles of others.</p> <p>Initiative Drive, motivation and proactivity with a commitment to continuous learning.</p> <p>Flexibility Adaptable, receptive and able to adjust easily to changing work demands and circumstances.</p>

DESIRABLE SELECTION CRITERIA

- Technical Expertise**
 - Accredited training in Human Resource Management or demonstrated equivalent experience.
- Knowledge and Skill**
 - Demonstrated commitment and ability to provide excellent customer service.

SPECIAL CONDITIONS

- Candidates must meet citizenship or permanent residency requirements.
- Candidates must be able to obtain and maintain a security clearance at Negative Vetting Level 1.
- Appointment will be subject to reference checks.
- Appointment may be subject to psychometric, medical and/or competency testing.
- An offer of employment will not be made without a satisfactory security and integrity assessment.
- A probationary period may apply.
- An employee may be required to work non-standard hours.
- An employee may be required to travel intrastate / interstate as directed by the Commissioner.

COMPLIANCE

The employee is responsible and accountable for compliance with the following legislative requirements and/or associated policies and procedures:

- Independent Commission Against Corruption Act 2012*
- Public Sector (Honesty and Accountability) Act 1995*
- State Records Act 1997*
- Work Health and Safety Act 2012*
- Code of Ethics for the South Australian Public Sector
- Independent Commission Against Corruption approved policies and procedures including Information Security Management System policies.

APPROVAL

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 COMMISSIONER/DELEGATE

ACKNOWLEDGEMENT

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 INCUMBENT'S SIGNATURE

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 INCUMBENT'S FULL NAME