



POSITION DESCRIPTION

Human Resources Officer



**Gladstone Ports
Corporation**

Growth, prosperity, community.

POSITION DESCRIPTION

Human Resources Officer

Position Number	1181
Position Status	Permanent Full Time
Position Supervisor	Manager HR Operations (1467)
Department	People, Community
Job Level of Work	I

Job Purpose Statement

The Human Resources Officer provides administration service and support to the Human Resources Team and Organisational Development Specialist. Furthermore, the position provides professional administrative, organisation, and planning support ensuring the efficient completion of day to day administrative duties and the accuracy, quality presentation and timely completion of all allocated tasks.

Job Accountabilities

- Understand the business objectives of the Human Resources & Organisational Development Teams;
- Maintain the highest ethical standards, professionalism and confidentiality at all times;
- Provide services and support to all members of the team which includes, but is not limited to:
 - Administrative support including management of employee lifecycle documentation, compliant record keeping, telephone enquiries, correspondence, document control, procurement etc.
 - HR Team projects as delegated by the HROM.
 - Administer HRIS and Corporate reporting Systems and Initiatives such as but not limited to New Starter Advice, systems record keeping and maintenance, Onboarding and Offboarding-Surveys, Work Experience, Clothing Profile Allocation & external provider visits (e.g Private Health Funds, QSuper, Training etc).
 - Prepare general correspondence.
- Provide event management support to various business groups including:
 - Retirement Functions
 - Assessment centres
 - GPC Family Open Days
 - GPC Employee Service Awards Functions
 - GPC Apprentice/Trainee Welcome and Awards Events
- Develop internal Graphic Design, reports and bulletins for a variety of communications and documents to support the Human Resources and Organisational Development portfolios and wider business units when required.
 - Ensure all design and visual content meets GPC's brand guidelines and has a strong communication and engagement objective.
- Intranet development
 - Coordinate, design and maintain the Human Resources Neptune page whilst working closely with the HR team and OD specialist for related content
- Partner with the HRA and HRS to coordinate the end to end processes pertaining to recruitment and employment for their client group by:
 - Providing support services in all aspects of recruitment including candidate sourcing and screening, interviews, reference checks, on-boarding and probation.
 - Coordinating psychometric testing, medical assessments and site visits if required.

- Ensuring the integrity of the recruitment process and that the process is completed in accordance with GPC Recruitment Standard and associated Specifications and work instructions.
 - Advisory HR support to site.
 - Support for recruitment activities.
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- Demonstrate strong collaboration within GPC’s various business units and key stakeholders;
 - Maintenance of personnel files as per established retention and disposal requirements;
 - Undertake duties as required by the Human Resources Advisor, Human Resources & Organisational Development Specialists or the HROM;
 - Comply with all the Health, Safety and Environment management system requirements;
 - Comply with GPC’s Code of Conduct and lead by example GPC’s values and guiding principles:
Growth, Prosperity, Community
Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
 - Comply with GPC’s policies, standards and procedures in the workplace.

Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role.

Job Challenges & Impacts

- Competing priorities and multi-tasking in a fast-paced environment.
- Establish and maintain effective working relationships with employees across all Departments.
- Be flexible and willing to accept change in a dynamic work environment.
- The ability to obtain results in many areas at the same time always maintaining attention to detail.
- Maintain the highest ethical standards, professional standard and confidentiality at all times.

This role impacts the running of the Human Resources & Organisational Development Teams through the effective and efficient delivery of office administration services.

Key Relationships

Internal

- Close working relationship with all Human Resources & Organisational Development Teams:
 - Regarding the daily recruitment and administrative allocated tasks.
 - Allocated tasks linked to HROM
- Liaises with GPC Leaders:
 - Arranges and confirms appointments.
 - Provide information in a timely manner when requested.
- Liaises with other People & Community teams.
- Communicates with GPC staff

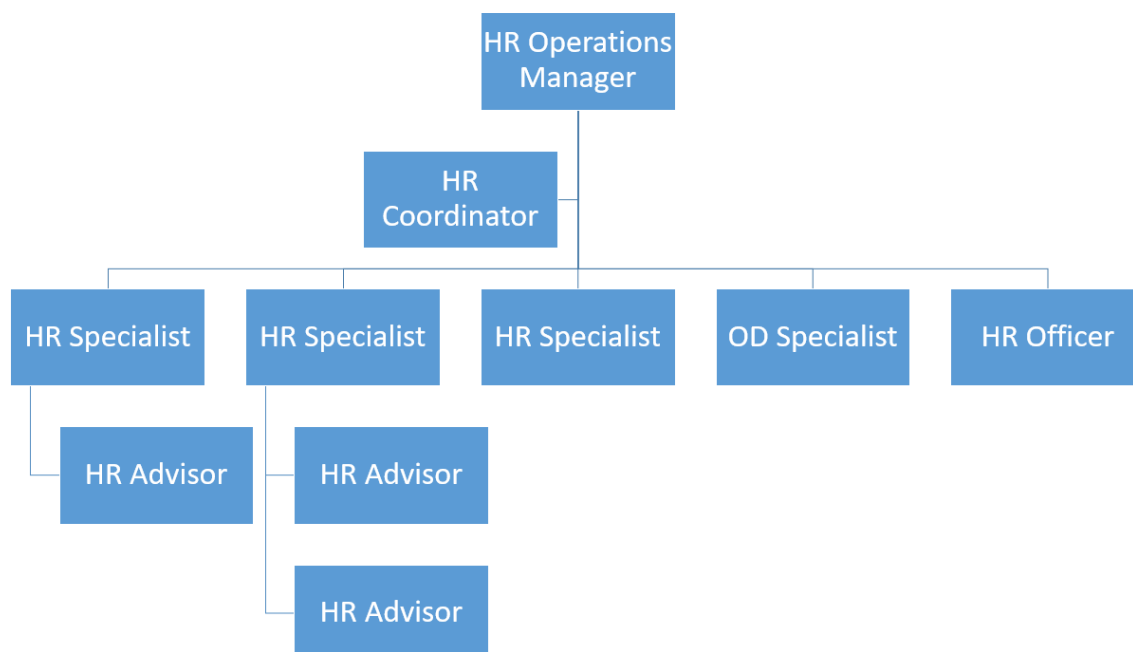
External

- Answer incoming telephone enquiries from the public and liaise with individuals and groups wishing to hold discussions with Human Resources Team members and GPC Leaders.
- Regular professional liaison with external contacts to coordinate meetings and services (e.g. suppliers and stakeholders).

Level of Supervision

Direction is provided on the tasks to be undertaken with latitude to rearrange sequences and discriminate between established methods. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Checking is selective rather than constant.

Organisation Chart



Formal Qualifications

It is mandatory that the candidate holds a current QLD Driver's Licence (Class C - Manual).

Whilst there are no formal qualifications required for this role, it would be desirable for candidates to have completed a Certificate III in Business Administration.

Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Administrative Skills	<ul style="list-style-type: none"> Provides administrative support by assisting in data entry, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, maintaining files, and responding to enquiries; The ability to proactively coordinate work schedules to achieve group goals, determining priorities and allocation of time and resources effectively; The ability to use computer systems and related office technology proficiently. Intermediate to Advanced level of proficiency in MS Office suite.
2. Safety	<ul style="list-style-type: none"> Ability to proactively promote, influence and engage in a positive safety culture.
3. Communication	<ul style="list-style-type: none"> Demonstrated strong interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC.
4. Modelling GPC Values & Guiding Principles	<ul style="list-style-type: none"> Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.