

## POSITION DESCRIPTION:



### SECTION A: Position Context

Position Title	Human Resources Executive
Position Grade	E2
Category	Executive
Campus/School/Unit/	Sarawak Campus – Human Resources Unit
Division	Student and Corporate Services
Term of Appointment	Full-time appointment
Effective Date	January 2012

#### Position Purpose:

The position is an administrative position at the Branch Campus University in Sarawak. The person reports to the Human Resources (HR) Manager. The person will be responsible for implementing all HR activities across the various functions of HR Unit - which include human capital planning, recruitment and selection, training and development, administration of staff benefits and welfare, performance management, submission to statutory bodies, and industrial relations. The person will also assist in the planning of related HR activities and carrying out new initiatives undertaken by the department as well as any other relevant tasks as assigned by the HR Manager, Director Administration, and/or the Pro-Vice Chancellor (PVC) & Chief Executive (CE) as and when required.

#### University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university from the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004. The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and controlled by the University in Australia.

### Unit/Faculty /School & Division

#### **Human Resources Unit**

The Human Resources (HR) Unit is responsible for the overall functions of human resource such as human capital planning and recruitment, payroll and compensation, welfare and benefits, training and development, performance management as well as employee relations of the University.

HR, which is under the Student & Corporate Services Division, manages the staff welfare, benefits, training and development and ensures the accuracy of the staff records. HR helps in ensuring that the University human resources policies and procedures are enforced. In addition, HR deals with the government and statutory bodies to ensure compliance with the rules and regulations.

URL to web pages:

<http://www.swinburne.edu.my>

### Participation on Committees:

The successful applicant may be required to participate on relevant committees as and when needed and as directed by the HR Manager, Director Administration, and/or the PVC & CE.

### Supervision Reporting Relationships:

<u>This position's supervisor/manager</u>	HR Manager.
<u>This position's subordinate</u>	HR Officer(s).

### Location:

This position is located at the Sarawak campus.

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>PLANNING &amp; IMPLEMENTATION OF HR ACTIVITIES / PROJECTS</b>	<ul style="list-style-type: none"> <li>Assist in planning related HR activities and new initiatives.</li> <li>Implement all HR activities across the various functions of HR Unit.</li> <li>Carry out follow-up actions required to ensure smooth HR operations daily.</li> <li>Carry out improvement actions required for continuous process improvement.</li> <li>Assist in overseeing HR projects assigned or new initiatives undertaken by the unit.</li> <li>Assist in the strategic nature of various tasks including conducting benchmarking, data consolidation and analysis, proposal writing, policy writing, preparing slides presentation etc.</li> </ul>
2.	<b>CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li>Provide accurate information, educate and advise staff on HR matters including compliance of policies and procedures.</li> <li>Respond to any queries in a timely and polite manner.</li> </ul>
3.	<b>RESOURCE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Ensure that accurate staff records and up-to-date information are available for use by the Senior Management Team, the Board of Directors and the University Council.</li> <li>Be proactive in finding solutions for any problems or issues relating to HR matters and to improve on work processes/procedures.</li> </ul>
4.	<b>LIAISON AND INTERACTION</b>	<ul style="list-style-type: none"> <li>Liaise with the relevant government authorities and statutory bodies in complying with the rules and regulations.</li> <li>Liaise and interact with other external parties such as Banks, Clinics, Hospitals, and Insurance Companies on relevant matters.</li> <li>Liaise and interact with internal parties on relevant matters.</li> </ul>
5.	<b>REPORT</b>	<ul style="list-style-type: none"> <li>Maintain proper records/data and provide timely information of HR matters when required.</li> <li>Prepare and provide accurate reports on a regular basis and as and when needed by the Management.</li> </ul>
6.	<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>Any other duties as and when required and directed by the HR Manager, Director Administration and/or the PVC &amp; CE.</li> </ul>

## SECTION C: Key Selection Criteria

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/ Highly Desirable / Preferable</b>
1.	Bachelor degree in Human Resource Management, Human Resource Development, Business Administration / Management or other related discipline from a recognized institution.	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the person to successfully perform the positions key responsibilities.		<b>Essential/ Highly Desirable / Preferable</b>
1.	At least 3 - 5 years working experience in relevant functions of human resources – particularly compensation and benefits, personnel administration, expatriate management, staff statistics and records as well as employee relations and discipline.	Essential
2.	Proficiency in the application of information technology to administrative systems and tasks, including demonstrated competence with word documents, spreadsheet packages, and payroll system (eg. QuickPay).	Essential
3.	Familiar with the current Sarawak Labour Ordinance and Industrial Relations Act.	Essential
4.	Familiar with the current rules and regulations of the government statutory bodies i.e. Inland Revenue Board, Employee Provident Fund, SOCSO, Human Resource Development Council, etc.	Essential
5.	Ability to communicate well in spoken and written English and Bahasa Malaysia to ensure elicited information are conveyed effectively and to develop cooperative working relationships with internal and external customers.	Essential
6.	Pleasant personality with good interpersonal and organisational skills.	Essential
7.	Demonstrate integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
8.	Familiar with the current trends in human resources and related practices.	Highly Desirable
9.	Passionate and highly driven to excel - particularly in ensuring smooth operations as well as in process improvement, planning and implementation of new initiatives.	Highly Desirable
10.	Have knowledge and experience in dealing with the Immigration Department and Ministry of Higher Education in applying for work permits and teaching permits.	Preferable

## Swinburne Attributes:

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

For information refer to the following weblink: [Swinburne Attributes](http://www.swin.edu.au/corporate/hr/attributes/)  
(<http://www.swin.edu.au/corporate/hr/attributes/>).

## Further Information:

Further information is available from Andrea Sim, Manager, Human Resources at telephone 416353 ext. 8756, fax 423594, email [asim@swinburne.edu.my](mailto:asim@swinburne.edu.my)

## Applications:

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

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I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name:

Date:

Signature: