

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Assistant Manager, Recruitment
Position Grade	E3 – Assistant Manager
Category	Executive
Campus / Unit	Sarawak Campus - Human Resources (HR)
Term of Appointment	Full-time Appointment
Effective Date	January 2025

Position Purpose

The position is responsible for assisting the Director, Human Resources (HR) in planning and managing the daily operations of a range of portfolios within the Recruitment function. The position will assist the Director, HR in planning, implementing and monitoring HR activities covering various HR portfolios - which include recruitment and selection, onboarding, and other matters related to expatriate management. While supervising a team of staff, this position is expected to provide leadership to ensure smooth daily operations with expected deliverables completed within budget and set timelines.

The position is also responsible for assisting the Director, HR in strategic initiatives and provision of advice that support the University goals. The position will assist in the planning and implementation of related HR projects and new initiatives undertaken by the Unit as well as any other relevant activities as assigned by the Director, HR or the Pro Vice-Chancellor and Chief Executive Officer (Sarawak) - PVC&CEO (Sarawak) as and when required.

Participation on Committees

The position may be required to participate on relevant committees as and when needed and as directed by the Director, HR; or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) - PVC & CEO (Sarawak); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationships

This position's supervisor/manager	Director, HR; or any other person as assigned by an authorised personnel
Other positions reporting to this position	HR Executive(s), HR Officer(s)

Location

This position is located at the Swinburne University of Technology 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.	RECRUITMENT OPERATIONS	<ul style="list-style-type: none"> • Manage assigned portfolios for efficient and effective operations. • Plan, organise, implement and monitor with follow-through actions to ensure smooth daily operations. • Lead team to improve internal processes and procedures for continuous improvements. • Assist in planning and manage the use of technology to further enhance various HR functions. • Provide advice on operational matters and any related strategic aspects. • Manage the HR policies and related documents to ensure compliance and relevance in meeting University needs.
2.	PROJECTS AND STRATEGIC WORK	<ul style="list-style-type: none"> • Assist in identifying strategic focus and work activities, in support of the University goals. • Assist in planning and implementing new initiatives and related work activities across various functions of HR unit. • Assist in overseeing HR projects assigned or new initiatives undertaken by the unit. • Assist in the strategic nature of various tasks including conducting benchmarking, data consolidation and analysis, proposal writing, policy review and preparation of presentation materials etc. • Provide input on the strategic development of human resource functions and strategies to position the University as an employer.
3.	CUSTOMER SERVICE	<ul style="list-style-type: none"> • Assist in collaborating with internal and external customers to better understand, anticipate and meet the current and future needs of the University. • Oversee team to ensure HR staff provide a friendly, helpful and responsive service to internal and external customers. • Provide accurate information, educate and advise staff on HR matters including compliance of policies and procedures. • Respond to any queries in a timely and professional manner.
4.	RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Perform supervisory role to staff members in the team, including providing guidance to ensure satisfactory delivery of work outcomes with motivated team members and setting professional standards for the staff. • Be proactive and resourceful in providing solutions for any problems or issues relating to HR matters. • Ensure that team workflows are managed, capacity is measured, and work is allocated accordingly. • Ensure that performance targets and development plans are developed for team members, and manage their progress accordingly. • Plan resources available, including budget and contingency plans where required, to ensure sustainable operations and for business continuity.
5.	LIAISON AND INTERACTION	<ul style="list-style-type: none"> • Liaise with the relevant government authorities and statutory bodies for compliance with relevant rules and regulations. • Liaise and interact with other external parties such as training providers, and networking with other higher institutions. • Liaise and interact with internal parties on relevant matters.

KEY RESPONSIBILITY AREAS		
6.	COMPLIANCE, ANALYTICS, REPORTS AND INFORMATION MANAGEMENT	<ul style="list-style-type: none"> • Assist to ensure on-going compliance in operations and reporting with all required regulations set by the government, ministries, statutory bodies and accreditation bodies. • Ensure that the services and activities are planned in accordance with government rules and regulations. • Lead in monitoring and ensuring proper documentation so that accurate and complete records are maintained, and in compliance with relevant regulations as well as accreditation requirements. • Ensure records are accurate and kept current so as to be available for analysis and use for decision-making. • Conduct analysis for effective reporting including dashboard as well as effective use of data to identify trends and for analytics purposes. • Prepare and provide accurate reports on a regular basis and as and when needed by the Management. • Manage to ensure sufficient information are available for both internal and external reporting, and use by the Management, the Board and the University Council.
7.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in monitoring, measuring and reviewing performance of all OHSMS programmes including through the following:</p> <ul style="list-style-type: none"> • Coordinate the implementation of OHSMS and ensure compliance among all stakeholders particularly SUTS staff, students, contractors and visitors; • Direct investigation of incidents and coordinate corrective actions as needed.
8.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all time. • Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.
9.	OTHER DUTIES	Any other duties as assigned by the Director, HR; or PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

SECTION C: Key Selection Criteria

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	Bachelor degree in Human Resources, or other related discipline from a recognised institution with minimum of 3 – 5 years related working experience including one (1) year at supervisory level in leading a team of staff. Experience in recruitment, selection and onboarding.	Essential
2.	Master degree in Human Resources from a recognised institution can be considered.	Highly Desirable

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential/ Highly Desirable / Preferable
1.	Familiar with current Sarawak Labour Ordinance and all related regulations including Ministry of Higher Education and Immigration Department Sarawak.	Essential
2.	Familiar with the leading practices or current trends in human resource relating to recruitment, selection and onboarding.	Essential
3.	Have an eye for details with proven ability in planning with resourcefulness and initiatives to conduct thorough follow-through of multiple projects.	Essential
4.	Demonstrate integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
5.	Proficient computer skills and knowledge of Microsoft Office software especially MS Words, Excel and Power Point as well as familiar with use of HR information system.	Essential
6.	Ability to communicate well in spoken and written English and Bahasa Malaysia, and with good analytical and reporting skills.	Essential
7.	Pleasant personality with good interpersonal skills in developing cooperative working relationships with internal and external customers.	Essential
8.	Possess strategic outlook and knowledge of business operating environments.	Highly Desirable
9.	Familiar with use of technology features and/or technology-enabled system to enhance HR operations and functions.	Highly Desirable
10.	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

Applications:

The application must also include a separate document addressing each applicable element of the Key Selection Criteria (as listed in Section C above).