

## POSITION DESCRIPTION



### SECTION A: Position Context

<b>Position Title</b>	Assistant Manager, Human Resources
<b>Position Grade</b>	E3
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus / Human Resources (HR)
<b>Term of Appointment</b>	Full-time Appointment
<b>Effective Date</b>	March 2023

### 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 and Development function. The appointee will assist the Director, HR in planning, implementing and monitoring HR activities covering various HR portfolios - which include recruitment and selection, onboarding, talent management, career development, professional development and employee engagement. 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 in strategic initiatives and provision of advice that support the University goals. The appointee 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 and/or the Pro Vice Chancellor & Chief Executive Officer (Sarawak) [PVC & CEO (Sarawak)] as and when required.

### University Information

As a 21st century university at the cutting edge of technology, innovation and entrepreneurship, Swinburne University of Technology has an ambitious vision to become the prototype of a new and different university. A next generation university. With a century long history of educating and training students with high-quality, career-orientated education and strong links to industry and the community it aims to bring people and technology together to create a better world.

Swinburne has an international reputation for quality research that connects science and technology with business and the community. The University standing in prestigious world academic ranking lists reflects our commitment to high-quality teaching and research and graduate outcomes.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne works to advance quality research through partnerships with industry, our communities and other universities within Australia and internationally, to achieve outcomes that are directly relevant to industry and society.

Swinburne offers both Higher Education and Vocational Education courses and programs, along with online education through both Swinburne Online and Open Universities Australia. The University has multiple campuses in Melbourne, Australia, and also an international campus in Sarawak, Malaysia.

The 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. The 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 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 Campus in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its shareholders – Yayasan Sarawak and the Sarawak Higher Education Foundation. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalise its operations and provide its students with international living, working and learning opportunities.

## Human Resources

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

HR, which is under the Pro Vice-Chancellor & Chief Executive Officer (PVC & CEO) Office, supports the University objectives, ensures proper record-keeping and that the University human resources policies and procedures are enforced. HR also liaises with the government and statutory bodies to ensure compliance with relevant regulations. In addition, HR provides support in compliance to the requirements of various accreditation bodies.

URL to web pages:

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

## Participation on Committees

The appointee may be required to participate on relevant committees as and when needed and as directed by the Director, HR; or 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.	<p><b>RECRUITMENT &amp; DEVELOPMENT OPERATIONS</b></p> <ul style="list-style-type: none"> <li>• Manage assigned portfolios for efficient and effective operations.</li> <li>• Plan, organise, implement and monitor with follow-through actions to ensure smooth daily operations.</li> <li>• Lead team to improve internal processes and procedures for continuous improvements.</li> <li>• Assist in planning and manage the use of technology to further enhance various HR functions.</li> <li>• Provide advice on operational matters and any related strategic aspects.</li> <li>• Manage the HR policies and related documents to ensure compliance and relevance in meeting University needs.</li> </ul>
2.	<p><b>PROJECTS AND STRATEGIC WORK</b></p> <ul style="list-style-type: none"> <li>• Assist in identifying strategic focus and work activities, in support of the University goals.</li> <li>• Assist in planning and implementing new initiatives and related work activities across various functions of HR unit.</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 review and preparation of presentation materials etc.</li> <li>• Provide input on the strategic development of human resource functions and strategies to position the University as an employer.</li> </ul>
3.	<p><b>CUSTOMER SERVICE</b></p> <ul style="list-style-type: none"> <li>• Assist in collaborating with internal and external customers to better understand, anticipate and meet the current and future needs of the University.</li> <li>• Oversee team to ensure HR staff provide a friendly, helpful and responsive service to internal and external customers.</li> <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 professional manner.</li> </ul>
4.	<p><b>RESOURCE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Be proactive and resourceful in providing solutions for any problems or issues relating to HR matters.</li> <li>• Ensure that team workflows are managed, capacity is measured, and work is allocated accordingly.</li> <li>• Ensure that performance targets and development plans are developed for team members, and manage their progress accordingly.</li> <li>• Plan resources available, including budget and contingency plans where required, to ensure sustainable operations and for business continuity.</li> </ul>
5.	<p><b>LIAISON AND INTERACTION</b></p> <ul style="list-style-type: none"> <li>• Liaise with the relevant government authorities and statutory bodies for compliance with relevant rules and regulations.</li> <li>• Liaise and interact with other external parties such as training providers, and networking with other higher institutions.</li> <li>• Liaise and interact with internal parties on relevant matters.</li> </ul>

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

## 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 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 and selection, training and staff development, and talent management is required.	Essential
2.	Master degree in Human Resources from a recognised university.	Highly Desirable

<b>Experience / Knowledge / Attributes:</b> Required by the appointee to successfully perform the positions key responsibilities.		<b>Essential/ Highly Desirable / Preferable</b>
1.	Familiar with current Sarawak Labour Ordinance and all related regulations including Human Resource Development Corporation, Ministry of Higher Education and Immigration Department Sarawak.	Essential
2.	Familiar with the leading practices or current trends in human resource relating to recruitment and development such as competency model, talent management and succession planning.	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

## **FURTHER INFORMATION**

Further information is available from Human Resources at fax +60 82 260821, email [careers@swinburne.edu.my](mailto:careers@swinburne.edu.my).

## **APPLICATIONS:**

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

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

The University has a policy requiring successful applicants to produce evidence of all formal qualifications prior to 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** :