

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Human Resources Officer
Position Grade	E1
Category	Executive
Campus / Unit	Sarawak Campus – Human Resources (HR) Unit
Term of Appointment	Full-time Appointment
Effective Date	September 2023

Position Purpose

The position is an administrative position at the Sarawak Campus. The appointee will be responsible for carrying duties to support various functions of HR Unit - which include human capital planning, recruitment and selection, training and development, payroll and compensation, administration of staff benefits and welfare, performance management, statutory compliance, employee relations and discipline. The appointee will also assist in the planning of related HR activities as well as responsible for implementing process improvements and any other initiatives across other sections of the HR unit as well as any other relevant tasks as assigned.

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 Resource Unit

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, training 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) Sarawak 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 HR Assistant Manager / HR Executive; and/or Director, HR; or by an authorised personnel.

Supervision Reporting Relationships

<u>This</u> position's supervisor/manager	HR Assistant Manager / HR Executive as assigned, or any other person as assigned by an authorised personnel
Other positions reporting to <u>this</u> position	None

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.	PLANNING AND IMPLEMENTATION OF HR ACTIVITIES	<ul style="list-style-type: none"> Assist in planning related HR activities, new initiatives and process improvements. Perform all activities across the various functions of HR Unit. Carry out follow-through actions required to ensure smooth daily operations. Implement improvements and action plans required for continuous process improvement as well as any other initiatives and projects. Be proactive in finding solutions for any problems or issues relating to HR matters and to improve on work processes or procedures.
2.	LIAISON AND INTERACTION	<ul style="list-style-type: none"> Liaise with the relevant government authorities and statutory bodies in complying with the rules and regulations. Liaise and interact with other external parties as required such as training providers, banks, clinics, hospitals, insurance companies, government and statutory bodies; and networking with other higher institutions. Liaise and interact with internal parties on relevant matters.
3.	REPORTS AND DATA MANAGEMENT	<ul style="list-style-type: none"> Maintain proper records and data so as to conduct analysis and provide timely information of HR matters when required. Ensure that accurate staff records and up-to-date information are available for use by the Executive Group, Executive Committee, Human Resources Committee, Board of Directors and the University Council. Prepare and provide accurate reports on a regular basis and as and when needed by the Management.
4.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> Execute OHS requirements in respective work areas; Maintain cleanliness, good housekeeping and overall safe work environment; and Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
5.	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.
6.	CUSTOMER SERVICE	<p>Demonstrate Swinburne Values including:</p> <ul style="list-style-type: none"> Provide accurate information, educate and advise staff on HR matters including compliance of policies and procedures. Respond to any queries in a timely and polite manner.
7.	OTHER DUTIES	Any other duties as assigned by the HR Assistant Manager / HR Executive; and/or Director, HR; or by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the 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.	a) A Bachelor's degree in Human Resources or other related discipline from a recognised institution; OR b) A Diploma in Human Resources, or related discipline, with a minimum of three (3) years working experience in human resources area. Fresh Bachelor degree holders in relevant discipline can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	Proficiency in the application of information technology to administer systems and tasks, including demonstrated competence with word documents, spreadsheet packages and presentation slides.	Essential
2.	Ability to communicate well in spoken and written English and Bahasa Malaysia to ensure information is conveyed effectively and to develop cooperative working relationships with internal and external customers.	Essential
3.	Pleasant personality with good interpersonal skills, and organisational skills with resourcefulness in handling multiple projects.	Essential
4.	Demonstrate integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
5.	Demonstrate accountability and take initiatives in conducting follow-through of job tasks.	Essential
6.	Candidates with some relevant work experience will have added advantage particularly in work areas related to recruitment, development and/or compensation and benefits management.	Highly Desirable
7.	Familiar with the current regulations and requirements as well as various government and statutory bodies (e.g. Sarawak Labour Ordinance, Human Resource Development Corporation, SOCSO, Inland Revenue Board, Employee Provident Fund etc).	Highly Desirable
8.	Familiar with the current trends in human resources practices.	Preferable

Further Information:

Further information is available from Human Resources at fax +60 82 260821, email careers@swinburne.edu.my.

Applications:

Applications should include a detailed CV indicating 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 prior to commencing employment.

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 :