

# Key responsibilities of the position

## HUMAN RESOURCES DEPARTMENT

### **HR01 - Human Resources Officer**

- Process workforce related correspondences.
- Maintain and implement HRIS leave management processes, as required.
- Provide workforce with assistance and advice on rates of pay and other benefits.
- Maintain and implement departmental records management.
- Direct and/or assist external and internal visitors when they visit the office.
- Assist HR Admin Officer prepare for meetings.
- Support department student attachments.
- Conduct induction awareness promoting workplace safety and teamwork.
- Guide workforce queries relating to completion of forms and ESS.
- Assist with tasks relating to workforce performance management.
- Facilitate required functions and documentation for workplace accidents and external reporting.
- Organize workforce counselling as required.
- Support the organization and coordination of corporate people activities.
- Facilitate tasks relating to workforce medical requirements.
- Perform all HR functions relating to Payroll.
- Process required entries and updating of records into the HRIS.
- Compile report for OHS statistics for OHS board update.
- Assist the officer responsible for recruitment related matters, when required.
- Assist the officer responsible for training related matters, when required.
- Verifications of employee records on HR system and maintaining required records on file.
- Attend to the Auditors, as required.
- Assist with departmental reports and budgets.
- Analyze HR related data and prepare HR related reports as required.
- Execute tasks according to documented procedures and amend these procedures for improvement, as required.
- Any other duties as assigned by the department manager.