

Human Resources Officer

Human Resources Officers provide administration services for the recruitment and employment of staff.



Overview

In small organisations, Human Resources Officers are usually responsible for all staffing matters. In large organisations they may specialise in a particular area such as recruitment, wages and entitlements or staff training.

Day-to-day

- Determine staffing numbers, skills and needs to meet the organisation's objectives
- Analyse the skills and qualities required for each job and develop job descriptions and duty statements
- Advertise staff vacancies, assess applications, interview applicants and make recommendations to management about staff appointments
- Maintain the personal records of employees on matters such as wages, superannuation, leave and training, and prepare reports
- Assist employees with work matters, career development, personal problems and industrial matters
- Provide advice and information to management and employees on human resource policies and procedures, including equal opportunity and anti-discrimination programs
- Organise employee welfare services such as health and wellbeing programs, superannuation and social activities
- Take part in enterprise bargaining talks where employees, management and unions discuss the development of specific work arrangements and conditions



To become a Human Resources Officer

You usually need a formal qualification in human resources to work as a Human Resources Officer. Vocational Education and Training (VET) and university are both common study pathways. A Certificate IV in Human Resources can be studied, or alternatively, you can become a Human Resources Officer by completing a degree in human resource management, or business or commerce with a major in human resource management.

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