



JOB DESCRIPTION

Human Resources Officer

Classification: Member / Volunteer

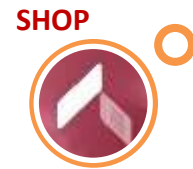
Location: QUT GP

Division: HR

Reports to: HR manager – Wen

Last updated: 13/03/2014

Incumbent: N/A



SHOP is a student-run program aiming to provide students with opportunities to develop their professional skills, while working on various projects designed to connect people and communities. We are currently looking for **Human Resources Officer** for our HR division. Study or experience in this field is desirable but not essential; volunteers from any areas of study are welcome.

Purpose of Position:-

The Human Resource Officer is responsible for providing support in the various human resource functions, which include conducting/attend regular meetings, record, maintain, plan and manage SHOP's human resources, develop policies, training and development, performance monitoring and members counselling.

Scope:-

The Human Resource Officer provides advice and assistance to managers and members. This may include information on training needs and opportunities, job descriptions, performance reviews and personnel policies of SHOP.

The position coordinates the member recruitment process. The Human Resource Officer works with other divisions and provides support to managers and ensures that they have accurate and timely information in order to make effective decisions.

Failure to provide adequate advice or assistance may result in lost opportunities for member development, poor member morale, member exits and insufficient human capital to complete project within deadlines.

Main Duties and Accountabilities:-

- ◆ Attend/organise regular meetings
- ◆ Determine member numbers, qualities and needs to meet SHOP's objectives
- ◆ Analyse the qualities required for each job and develop job descriptions and duty statements
- ◆ Advertise vacancies, assess applications, interview applicants, administer selection tests, conduct inductions and make recommendations to management about member appointments
- ◆ Produce agreements, policies and procedures
- ◆ Maintain the personal records of member matters such volunteers' agreements, satisfaction surveys / feedbacks, leave and training, and prepare associated reports
- ◆ Assist members on SHOP work matters, personal problems* and career development*
- ◆ Assist in organising member bonding and social activities
- ◆ Perform other related duties as required

Working Conditions:-

- ◆ Work independently and in a team
- ◆ Eight hours of commitment a week
- ◆ May involve handling member complaints

Applying:-

Please apply online via shopatqut@gmail.com including your resume and availability.

Enquires can be made to the same email address.

SHOP's recruitment process is committed to equity, diversity and social inclusion:

1. SHOP's recruitment processes are designed so that applicants receive accurate information about advertised positions as well as information about the procedures used for recruitment, selection and appointment processes.
2. Selection of advertised position must only assess on the requirements stated on the advertised information as well as individual potential for future development of that person in their contribution,
3. Preventing unjustified discriminations such as:
 - ◆ Race, colour, national or ethnic origin or nationality.
 - ◆ Gender, sexual preference, marital status, pregnancy, status as parent or carer.
 - ◆ Religious or political belief or activity, industrial activity.
 - ◆ Age, physical features, disability, medical records.
 - ◆ Personal association with a person who is identified by reference to any of the listed attributes.

SHOP reserves the right not to proceed with any appointment.

APPROVED BY: Wen