

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Human Resources Executive - Recruitment
Position Grade	E2 - Executive
Category	Executive
Campus / Unit	Sarawak Campus – Human Resources (HR)
Term of Appointment	Full-time appointment
Effective Date	June 2024

Position Purpose

This is an Administrative Position at Swinburne Sarawak Campus. The main duties and responsibilities of this position are in relation to the following scope of works within the Human Resources Unit's Recruitment function, namely:

- Administration of the whole recruitment processes from advertisement, shortlisting, interviewing and selection process to on-boarding of new employees;
- Appointments of full-time employees and other categories of employees; and
- Preparation of reports on the progress of recruitment activities and other related activities.

The Position Holder will assist in planning, supervising where required, and implementation of work activities; and in carrying out new initiatives undertaken by the unit as well as any other relevant tasks as assigned from time to time.

Participation on Committees

The position may be required to participate on relevant committees as is needed for the efficient performance of duties and as directed by the Assistant Manager, Recruitment and Development (R&D); or Director, HR; or Pro Vice-Chancellor and Chief Executive Officer - PVC & CEO (Sarawak); or by an authorised personnel.

Supervision Reporting Relationships

<u>This</u> position's supervisor / manager	Assistant Manager, R&D; or any other person as assigned by an authorised personnel
Other positions reporting to <u>this</u> position	HR Officer(s) where assigned

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 / PROJECTS	<ul style="list-style-type: none"> Assist in planning and implementing related HR activities and new initiatives. Follow-through proactively on daily operations to ensure efficacy. Implement all HR activities across the various functions of HR Unit. Carry out follow-up actions required to ensure smooth HR operations daily. Monitor proactively and find solutions for any issues, and to improve on work processes or procedures including reviewing and updating policies and related documents in respective functions. Carry out improvement actions required for continuous process improvement. Assist in overseeing HR projects assigned or new initiatives undertaken by the unit. Assist in the strategic nature of various tasks including conducting benchmarking, data consolidation and analysis, proposal writing, policy review and writing, preparing slides presentation etc.
2.	RESOURCE MANAGEMENT	<ul style="list-style-type: none"> Perform supervisory role to subordinate(s), including development of subordinate(s), to ensure satisfactory delivery of work outcomes with motivated team member(s). Be proactive in finding solutions for any problems or issues relating to HR matters and to improve on work processes or procedures.
3.	LIAISON AND INTERACTION	<ul style="list-style-type: none"> Liaise with the relevant government authorities and statutory bodies for compliance with relevant rules and regulations. Liaise and interact with other external parties such as training providers, banks, clinics, hospitals and insurance companies on relevant matters. Liaise and networking with other higher institutions and other organisations. Liaise and interact with internal parties on relevant matters including compliance with requirements of various accreditation bodies.
4.	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 management, stakeholders and shareholders including the Executive Group, Executive Committee, the Board of Directors and its sub-committees and the University Council. Prepare and provide accurate reports on a regular basis and as when needed by the Management.
5.	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.
6.	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. Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.

7.	CUSTOMER SERVICE	Demonstrate Swinburne Values including: <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.
8.	OTHER DUTIES	Any other duties as assigned by the Assistant Manager (R&D); or Director, HR; or PVC & CEO (Sarawak); 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 / Desirable
1.	A Bachelor's degree in Human Resource, Management or other related discipline from a recognised institution with at least three (3) years of relevant work experience. Master's degree holder in a relevant discipline can be considered.	Essential

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the position's key responsibilities.		Essential / Highly Desirable / Preferable
1.	Relevant work experience in various functions of human resources – particularly recruitment and selection.	Essential
2.	Proficiency in the application of information technology, i.e. MS Office and Adobe Acrobat to administer processes and tasks including demonstrated competence with word documents, spreadsheet packages and presentation for analysing data and preparing management reports.	Essential
3.	Familiar with the current regulations and requirements as well as various government and statutory bodies (e.g. Sarawak Labour Ordinance, Sarawak Immigration Department, Human Resource Development Corporation (HRDC), SOCSO, Inland Revenue Board, Employee Provident Fund etc).	Essential
4.	Ability to communicate well in spoken and written English to ensure information is conveyed effectively and to develop cooperative working relationships with internal and external customers.	Essential
5.	Demonstrated adaptability, and proven ability in planning with resourcefulness and initiatives to conduct follow-through of multiple-projects.	Essential
6.	Demonstrate maturity and of pleasant personality, with good interpersonal and organisational skills.	Essential
7.	Demonstrated integrity in handling sensitive information and ability in maintaining confidentiality of information.	Essential
8.	Some experience in a supervisory role of a team.	Highly Desirable
9.	Familiar with the leading practices or current trends in human resource relating to recruitment and selection such as various recruitment channels or platforms, personality profiling for recruitment assessment purposes and best practices within the recruitment function.	Highly Desirable
10.	Ability to do presentation and facilitate or conduct staff briefing sessions and communication activities.	Highly Desirable
11.	Familiar with use of technology features and/or technology-enabled system to enhance HR operations and functions such as human resource information system, recruitment and selection and other related system modules.	Highly Desirable
12.	Passionate and highly driven to excel particularly in ensuring smooth operations as well as in process improvements, planning and implementation of new initiatives.	Highly Desirable