

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Human Resources Officer – HR Services (Payroll)
Position Grade	E1 - Officer
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 Services function, namely:

- Payroll and related statutory compliance requirements;
- HR services such as employee record-keeping, employment verification, internal staff statistics, handling submission of staff statistics and information to external authorities; and
- Costing of study programmes offered by the University.

The Position Holder will also assist in the planning of related HR activities and the implementation of related process improvements and any other initiatives across other sections of the HR 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 and when needed and as directed by the HR Executive; or Assistant Manager, HR; or Director, HR; or by an authorised personnel.

Supervision Reporting Relationships

<u>This</u> position's supervisor/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 related to payroll 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 Executive; or Assistant Manager, HR; 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, i.e. MS Office and Adobe Acrobat to administer processes and tasks, including demonstrated competence with word documents, spreadsheet packages and presentation slides as well as HR information system and payroll system.	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 payroll including compensation and benefits management as well as personnel 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