



LES Position Description

AGENCY	Department of Foreign Affairs and Trade
POSITION NUMBER	NU0004
POSITION TITLE	Corporate and Human Resources Officer
CLASSIFICATION	LE4
SALARY RANGE	\$22,629.00 - \$24,495.00
SECTION	Corporate
REPORTS TO (TITLE)	Senior Administrative Officer

About the Department of Foreign Affairs and Trade (DFAT)

DFAT's role is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas development program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position


Under general supervision, the Corporate and Human Resources Officer performs a range of personnel and human resource functions, financial processing and administrative services at the Australian High Commission.

The key responsibilities of the position include, but are not limited to:

- Manage personnel records and processing, including attendance and leave balances, salary and superannuation calculations, adjustments, and accruals, and contribute to accurate and timely reporting.
- Provide advice to staff and management on Locally Engaged Staff terms and conditions of employment, resolving issues in accordance with policy; and contribute to the development of local human resource policies.
- Manage local recruitment and onboarding processes and coordinate performance management and training programs.
- Develop and maintain strong relationships with a broad range of external stakeholders, including government, superannuation and other service providers.
- Manage travel related tasks, including calculating and processing travel requisitions and acquittals, and providing travel policy advice to staff.
- Undertake procurement and financial processing, ensuring compliance with relevant policies and legislation.
- Provide a range of other corporate and administrative support as required.

Qualifications/Experience

- Proven work experience in human resources or a related field.
- Knowledge, or ability to quickly acquire knowledge, of Australian Government human resource and financial policy, and a demonstrated understanding of human resource principles.

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- High degree of competence in using Microsoft Excel and other Office applications (experience with SAP would be an advantage).
 - Ability to manage competing priorities, exercise discretion and judgment, solve problems and take initiative.
 - Ability to interpret and apply a wide range of corporate policy and legislation.
 - Strong communication skills and excellent attention to detail.
 - Fluency in written and spoken English and Nauruan.
 - Clean and current Nauru driver's licence and willingness to drive High Commission vehicles as required.