

POSITION DESCRIPTION (NON SMT)

Position Title	Human Resources Officer
Reference Number	RPPD108
Department	Human Resources
Position reports to	Human Resources Manager
Positions reporting to this role	
Work Location and Travel	This position is located at Ravenhall Correctional Centre on 101-201, Riding Boundary Rd, Ravenhall, VIC 3023.
Organisational Overview	<p>Our goal is to deliver better corrections, and in doing so, create safer communities.</p> <p>We measure our success in delivering 'better corrections' in two ways: against our objective of being Australia's best provider of correctional services, as well as our ability to make these services better over time through innovation and continual improvement.</p> <p>We measure our success in delivering 'safer communities' through our ability to successfully reintegrate the prisoners we release, with corresponding reductions in their rate of reoffending.</p> <p>To reduce reoffending we apply the GEO Continuum of Care:</p> <ul style="list-style-type: none"> • We work not only in our correctional centres but continue our services out into the community to support our prisoners after release • We work not only with our prisoners but also with those critical to their rehabilitation and reintegration such as families, social networks and other service providers • We work not only during our prisoners' sentences but also afterwards as they leave the correctional system and return fully to their communities. <p>Our five values which deliver Better Corrections, Safer Communities are that we Partner, we Lead, we Deliver, we Measure and we Respond.</p>
Operating Environment	<p>Ravenhall Correctional Centre is located in Ravenhall, Victoria, 25 kilometres from Melbourne.</p> <p>Ravenhall is a 1000 (built for 1300) bed medium security prison for adult sentenced males. Its contemporary campus-style design</p>

	<p>reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) challenging behaviours and more settled prisoners and 4) protection. Community accommodation is complimented by a further 75-bed Forensic Mental Health Unit, 25-bed Unit for prisoners with significant challenging behaviours, and a 25-bed Mission Unit designed to respond intensively and therapeutically to current community issues. In recognition of the importance of Continuum of Care, Ravenhall extends its presence into the community by providing ex-prisoners with access to post-release support at GEO's Community Reintegration Centre.</p> <p>Through investment in opportunities for prisoners to engage in work, education and programs, prisoners are not only held safely and securely but given every chance to turn their lives around. Issues behind much of the crime in our communities – such as violent attitudes, anti-social behaviours and the abuse of drugs and alcohol – are addressed through innovative programs and interventions. At the same time helping prisoners with day-to-day challenges such as gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p> <p>Ravenhall's unprecedented emphasis on offender rehabilitation and reintegration is evidenced by a significantly sized team of clinicians, working in concert with a number of Victoria's most respected organisations including Forensicare, Correct Care, YMCA, Melbourne City Mission, Kangan Institute, and The Gathering Place. Together, Ravenhall provides an integrated service system that collaboratively brings about lasting positive change in the lives of prisoners pre- and post-release. Through these partnerships the objective of Safer Victorian Communities is achieved.</p>
Position Summary	<p>The Human Resources Officer supports and provides administrative and human resource assistance to the Human Resources Manager including coordination of recruitment, selection/exit processes, completion of confidential documentation and providing advice and support to employees.</p>

Job Profile

Key Role Accountabilities:
<ul style="list-style-type: none"> Recruitment processes including advertising vacancies, assessing applications, interviewing applicants, administer selection testing, and liaising with Managers and Supervisors regarding employment recommendations. Liaise with internal and external persons, businesses and other government departments. Administer the processes associated with promotion, transfers and separation of staff. Provide support to Senior Managers in relation to performance and attendance management.

- Provide back-up support for Payroll Officer, Rosters and Human Resources Manager on an as needed basis and as directed.
- Liaise and coordinate with other departments and Head Office on projects.
- Provide information to staff on human resources policies and procedures ensuring up to date knowledge of relevant Company Policies, Enterprise Agreements, Fair Work Act and other related human resource Acts and Legislation.
- Assist staff with work matters, career development and personal issues.
- Provide coordination and minute-taking duties where applicable for Human Resource Committees as required.
- Preparation and maintenance of personnel files.
- Prepare authorisation documents, security clearances and other documentation.
- Prepare HR documentation including appointment letters, and contracts.
- Maintain information and generate reports in relevant HR systems including Infinium and Kronos.
- Prepare monthly statistical reports and other HR related reports.
- Maintain a schedule of regular performance review dates for Managers.

General Responsibilities as a GEO Non Senior Management Team Member:

- Ensure GEO's primary goal of reducing reoffending is at the core of everything you do.
- Inspire and motivate others, communicating professionally and assertively, working harmoniously as part of a multi-disciplinary team. Build and maintain effective professional relationships with internal and external stakeholders.
- Complete work in a timely and consistent manner and to a high quality standard in line with local and/or corporate policies, procedures and operating manuals.
- Have clear understanding of day to day deliverables.
- Complete all required training requirements within designated timeframes
- Maintain a satisfactory attendance record.
- Understand and ensure that the integrated management system described in the Governance, Risk and Compliance Manual (GRC) and Quality, Environmental, Safety (including Food Safety) Policies is complied with; and ensure any operational, quality, environmental, workplace safety or food safety non-conformance, incident or accident is immediately reported through the appropriate channels.
- Display high levels of integrity and honesty and adhere to GEO's HR2.01 Code of Conduct and Ethical Behaviour, as well as all other applicable policies and procedures.
- Invest in continuous self-development and the development of others.

Position requirements:

Key Selection Criteria

Essential:

- Demonstrated high level of experience with a variety of computer applications including Microsoft Office, Kronos and Infinium along with well-developed keyboard skills.
- Degree/diploma qualified in Human Resources Management.
- High level of interpersonal skills and presentation with a flexible and proactive approach to work.
- Demonstrated understanding of human resources practices and office procedures.

	<ul style="list-style-type: none"> • Demonstrated experience working within a human resources environment. • Ability to maintain discretion and integrity when dealing with confidential personnel and human resources matters. • Proven high level of written and oral communication skills Demonstrated high level of time management skills with the ability to work professionally and effectively without supervision • Demonstrated personal qualities conducive to team oriented work where initiative, flexibility and personal organisation are required. <p>Desirable:</p> <ul style="list-style-type: none"> • Previous exposure to payroll or rostering systems and processes.
Other Requirements of the Role	<ul style="list-style-type: none"> • Ability to work within a correctional setting, which will involve direct contact with prisoners. • Valid and current full Australian driver's licence. • Satisfactory completion of a National Criminal History Check. • Ability to obtain and maintain a security clearance. • Work outside of ordinary business hours may be required on occasion.

APPROVED BY	SIGNATURE	DATE
General Manager		
Relevant Director		
Director Employee and Industrial Relations		
Managing Director		

Employee Acceptance

I acknowledge that:

- Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.
- I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐