



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>ASO HUMAN RESOURCES</b>
<b>Reference Number</b>	PD104
<b>Department</b>	HUMAN RESOURCES
<b>Position Reports To</b>	HUMAN RESOURCES MANAGER
<b>Positions Reporting To This Role</b>	NIL
<b>Work Location And Travel</b>	This position is located at <b>Junee Correctional Centre</b> on Park Lane, Junee, NSW 2663.
<b>Operating Environment</b>	<p><b>Junee Correctional Centre</b> is located in Junee, New South Wales, 40 kilometres north-east of Wagga Wagga.</p> <p>Junee has been continually managed by GEO on behalf of Corrective Services NSW since opening in 1993. It is New South Wales' largest regional correctional centre.</p> <p>Junee's primary role is to safely and securely house up to 1030 adult prisoners (or up to the capacity of available beds) and progress their sentence plans by delivering a comprehensive range of education, vocational training, reintegration and offending behaviour programs. Together, these lower a prisoner's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of prisoner engagement with its responsive interventions. This includes developing strategies that encourage and enable previously marginalised prisoner groups such as Indigenous Australians and the chronically ill to participate.</p> <p>Interstate travel may be required.</p>
<b>Position Summary</b>	<p>The Administrative Support Officer – Human Resources (ASO – HR) is required to provide administrative and general support to the Human Resources Department and, in particular, undertakes a range of recruitment responsibilities and assists in the administration of the training function as required.</p>

## Key Accountabilities

### Recruitment

- In liaison with the Human Resources Coordinator, prepares advertisements for recruitment. Prepares and distributes internal advertising for positions vacant.
- Be the first point of contact for interested applicants. Respond to all recruitment enquires and refer applicants to the relevant Department Manager, as necessary. Ensures that telephone/email enquiries are responded to in a prompt and courteous manner.
- Assists the Human Resources Coordinator with preparing application packages for employment, liaises with applicants and processes acknowledgments and maintain associated databases.
- Liaises with interview panels and prepares interview documentation, arranges, and notifies applicants of interview selection procedure.
- When appropriately experienced, represents the HR Dept. on various interview panels as required.
- Assists in organising, preparing, and representing the HR Department at external recruitment activities undertaken in the local (Riverina) community.
- Other recruitment duties, as directed by the Human Resources Manager.

### Training

- Provides administrative assistance to the Learning and Development Coordinator (as required).
- Data entry of employee training and progress records into GEO's training management database systems.
- Assist the Learning and Development Coordinator with Centre training activities (as required).
- Other training duties as directed by the Human Resources Manager.

### Payroll

- On occasions, provide administrative assistance to the Payroll Officer as directed by the Human Resources Manager.

### General Administration & Other

- Raise requisitions and purchase orders (108's) for recruitment activities and any other Human Resources activity requirements.
- As required, undertake specified (administration) assignments and other duties as directed by the Human Resources Manager.
- Be cognisant of 'purpose and place' when conducting daily duties.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.
- Cooperate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors, and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- Cooperate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14001, the GEO Quality Management System in accordance with the requirements of ISO 9001 and the integration of these systems. These GEO systems are based on best practice standards and where appropriate are also fully accredited.

### Key Selection Criteria:

#### Essential:

- Demonstrated experience and/or qualifications in administrative functions.
- Demonstrated ability to perform work with consistent accuracy (including data entry).
- Proven ability to communicate clearly and effectively, both orally and in writing, within the organisation and with external parties.
- Ability to maintain a high level of confidentiality associated with personnel documentation.
- Good interpersonal skills and presentation.
- Flexible approach to work.
- High level skills in the use and application of a range of computer software in a Windows environment, including Word, Excel, and Outlook. Willing to learn new software packages.
- Keen and willing to work hard. Ability to work as a member of a team.
- High level organisation, coordination, and time management skills in order to meet deadlines.

#### Desirable:

- Qualifications in Human Resources/Business/Administration.

### Other Requirements of the Role

- 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.

### Employee Acceptance/Manager Approval

I acknowledge that the 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.

EMPLOYEE'S NAME	SIGNATURE	DATE

### Manager Approval (of Position Description)

NAME	SIGNATURE	DATE
D. Karauria		19 March 2024

Master copy lodged with HO (SLT only) ☐

Master copy lodged with department monitor ☐