



## Organisation Purpose

Deakin University Student Association (DUSA) was formed in 2001 with the amalgamation of five different student associations across all the Deakin campuses. DUSA is run by students, for students, and is independent from the University. We aim to provide students with the No1 University Experience by delivering programs and services that make a difference to Deakin students as they navigate through their time at university.

## Position Details

<b>Position title:</b>	<b>Human Resources Officer</b>
<b>Department:</b>	Corporate Services
<b>Location:</b>	Burwood
<b>Reports to:</b>	General Manager
<b>Supervises:</b>	Nil
<b>Classification:</b>	Level 3.6
<b>Last updated:</b>	March 2026

## Position Purpose

The purpose of this position is to:

- Provide end to end recruitment services for DUSA
- Assist with the development and implementation of HR Policies and Procedures
- Manage and administer any WorkCover claims in conjunction with the insurer
- Provide system administration of the ConnX system
- Personnel file maintenance
- Provide support to Payroll Officer

## Key Responsibilities

<b>Recruitment Services</b>
<ul style="list-style-type: none"><li>• In conjunction with the Manager, advertise &amp; shortlist candidates.</li><li>• Ensure appropriate authority to recruit has been obtained before commencing the recruitment process</li><li>• Conduct phone screens prior to face to face interviews</li><li>• Where possible, be a part of the interview panel</li><li>• Conduct reference checks</li><li>• Prepare Employment Contracts</li><li>• Provide critical information to the Payroll Officer in a timely manner</li><li>• In conjunction with the Managers develop and document an induction program</li><li>• Ensure effective communication with Managers throughout the process</li><li>• Provide on boarding and induction for new recruits</li><li>• Establish new employee records, contracts, positions descriptions, files, start-up documentation etc for each new recruit</li></ul>



<p><b>WorkCover claims</b></p> <ul style="list-style-type: none"> <li>• Manage all aspects of any WorkCover claims that arise</li> <li>• Be the main point of contact for the WorkCover Insurers</li> <li>• Ensure Managers and the General Manager are kept informed of any claims</li> <li>• Ensure all administration and record keeping for claims is accurate and up to date</li> </ul>
<p><b>ConnX</b></p> <ul style="list-style-type: none"> <li>• Administer and maintain the ConnX system</li> <li>• Be the main point of contact for staff on all ConnX related enquiries</li> <li>• Be the main contact for ConnX</li> </ul>
<p><b>Maintenance of personnel files</b></p> <ul style="list-style-type: none"> <li>• Ensure all personnel files are up to date</li> <li>• Ensure all personnel files included all relevant documentation</li> <li>• Employee files include electronic and hard copy files</li> </ul>
<p><b>Payroll support and backup</b></p> <ul style="list-style-type: none"> <li>• Assist the payroll officer by checking payroll information that is complex prior to the completion, such as: <ul style="list-style-type: none"> <li>○ O'week</li> <li>○ University games</li> <li>○ CPI increases</li> <li>○ Any other payroll that is non standard</li> </ul> </li> <li>• Assist with the interpretation of Enterprise Agreement as required</li> <li>• Provide backup payroll support if the Payroll officer is on leave</li> </ul>
<p><b>HR Administration</b></p> <ul style="list-style-type: none"> <li>• Provide HR administration support for matters such as training, performance, disciplinary actions</li> <li>• Provide administration assistance by way of distribution of information, organising meetings, taking and producing minutes, production of file notes etc</li> <li>• Be the first point of contact for HR matters and enquiries</li> </ul>
<p><b>Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>• Assist the HR Consultant with the development of HR Policies and Procedures</li> <li>• Ensure Policies and Procedures are maintained and compliant with any legislative changes</li> <li>• Ensure Policies and Procedures are consistent with the Enterprise Agreement</li> <li>• Assist in the implementation of policies and procedures across the organisation in a consistent manner</li> </ul>

## Position Scope

This position description is not intended to be all-inclusive. The employee may perform other related duties within their scope of capability as required to meet the on-going needs of the department and/or organisation. Employees may be required to work across all DUSA sites.



## Key Selection Criteria

Knowledge / Skills
<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Proven ability to work successfully in a team</li> <li>• High degree of attention to detail and accuracy</li> <li>• Ability to meet deadlines</li> <li>• Ability to complete projects in a timely manner</li> <li>• Displays a high level of confidentiality</li> <li>• High level of tact and diplomacy</li> </ul>
Experience / Qualifications
<ul style="list-style-type: none"> <li>• A minimum of 5 years' experience in a similar role</li> <li>• Degree, Diploma or Cert IV in HR or business related course</li> <li>• HRMIS experience preferably ConnX</li> <li>• Payroll exposure and experience preferably Micropay</li> </ul>
Key Personal Characteristics
<ul style="list-style-type: none"> <li>• An enthusiastic, friendly and approachable to staff and key stakeholders</li> <li>• Ability to gain the trust of staff</li> <li>• Ability to be confidential</li> </ul>

## Terms & Conditions

OH&S
<p>DUSA adheres to all Occupational Health &amp; Safety (OH&amp;S) regulations as an Employer. As an employee you have an obligation to take reasonable care to ensure your safety and health at work and that of others in the work place. It is incumbent of you to meet all OH&amp;S policies, rules and regulations.</p>
<p><b>Inherent Requirements - Physical Demands</b></p> <ol style="list-style-type: none"> <li>1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</li> <li>2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</li> <li>3. While performing the duties of this job, the employee is regularly required to sit, walk and stand ; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.</li> <li>4. The employee is required to stand and walk, or move about the work environment including around campus including up and down stairs.</li> <li>5. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus, use of a computer screen.</li> </ol>
Capability Status
<p><b>You will be required to meet the following:</b></p> <ul style="list-style-type: none"> <li>• Current and satisfactory National Police Record Check.</li> <li>• Working with Children Check.</li> <li>• Current valid Victorian Driver's License.</li> </ul>



**Position Description Acknowledgement Form**

I have received, reviewed and fully understand this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

<b>Employee Name</b>	
<b>Employee Signature</b>	
<b>Date</b>	