



POSITION DESCRIPTION

The University of Papua New Guinea

DETAILS OF POSITION

POSITION NO.:	313030
CLASSIFICATION:	N10
POSITION TITLE:	Senior Human Resource Officer – Policy and Procedures
IMMEDIATE SUPERVISOR CLASSIFICATION & POSITION:	N13 Human Resource Director, N12 Senior Human Resource Officer – Policy and Procedures
HIGHEST SUBORDINATE CLASSIFICATION & POSITION:	N08 Human Resource Officer
SCHOOL/OFFICE:	Office of the Registrar
DIVISION/STRAND:	Human Resources
BRANCH:	NA
SECTION:	NA
LOCATION:	Central Administration, Ground Floor, Gunther Building

ROLES AND RESPONSIBILITIES OF POSITION

PURPOSE

Provide a range of Human Resource (HR) services and advice to University of Papua New Guinea staff as part of a team environment.

ACCOUNTABILITIES

- Responsible and accountable for assisting in the provision of daily advice and processing of HR activities and reporting directly to the Team Leader on a regular basis.

MAJOR DUTIES

- Provide a client service and advice to UPNG staff on a variety of HR matters.
- Process HR activities in accordance with approved University Act and Statutes, public service terms and conditions where applicable, other relevant legislation and internal policies and procedures.
- Adopt a continuous improvement approach to work and identify areas for improvement.
- Update and maintain staff salary and history records with integrity and honesty.
- Work in a team environment where work is shared equitably among team members and assist other team members in busy periods.
- Coach, mentor and develop other team members to be able to undertake their day to day duties.
- Meet weekly with team members to ensure effective communication and coordination of activities occur.
- Undertake a range of other human resource functions as delegated by the Team Leader or Director HR.

SELECTION CRITERIA

TRAINING LEVEL OR QUALIFICATIONS

"Persons employed at Grade 10 shall typically perform duties as a skill level which assumes and requires knowledge or training equivalent to:

- A degree with subsequent relevant experience; or
- Extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education or training

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

- Knowledge of UPNG HR legislation, public sector policies and procedures.
- Demonstrated ability to interpret and provide advice on HR policies and procedures.
- Demonstrated ability to work as a team member and manage own performance with direction from the team leader.
- Good oral and written communication skills including computer skills such as Microsoft Word and Excel.
- Good level of analytical and problem solving skills and the ability to meet deadlines.
- Highly motivated, honest and reliable.
- Demonstrated capacity to treat staff fairly and equitably
- Knowledge of the UPNG Code of Conduct.

HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)

UPNG FILE NO.:	DATE OF VARIATION	DETAILS
	25 November 2010	Approved at Council Meeting