

# Position Description

## Human Resources Officer



### POSITION IDENTIFICATION

<b>Position Title</b>	Human Resource Officer
<b>Reports to</b>	Vice President
<b>Location</b>	Flinders University, Bedford Park (LWCM 2.41)
<b>Last Updated</b>	January, 2020

### ABOUT FBSA

Flinders Business Students' Association (FBSA) is an association that supports students at Flinders University studying Business Courses, as well as those who have an interest in the field. Our aim is to provide students with opportunities to develop themselves both professionally and socially. This is achieved by delivering social, networking and professional events throughout the academic year, and inviting new and returning student's opportunities to be an active part of the association.

### POSITION SUMMARY

FBSA's Human Resources Team Officer will collaborate with the Vice President to assist with the management of the executive team, and all HR related matters. This includes, but is not limited to recruitment & selection, monitoring adherence to policies & procedure, and making necessary amendments, brainstorming initiative to boost membership and health and wellbeing initiatives.

The position offers a unique opportunity to gain experience within all aspects of human resource management while also connecting with campus life to provide a balanced, positive and memorable university experience.

#### 1. REQUIREMENTS

- Attend Office hours (minimum 2 hours per week)
- Respond to all FBSA committee communications
- Attend scheduled team meetings
- Attend FBSA events
- Varied time commitment for the planning, organising and execution HR tasks

## 2. DUTIES AND KEY RESPONSIBILITIES

- **Representation:** Must uphold and exemplify FBSA mission, vision and values at all times while acting in an FBSA capacity. They are expected to foster and uphold positive working culture within the HR team and wider FBSA committee.
- **Membership:** Assisting with initiatives to boost FBSA membership.
- **Policies and Procedures:** Responsible for the continuous adherence to and assist to improve/amend the association's policies and procedures.
- **Membership Handbooks:** Assist the Vice President with annual updates.
- **Plans/Debriefs/Reports:** Must assist the Vice President to ensure that event reports are being collected and stored on a regular basis from the WEP, Social and Finance teams post-event.
- **Monitoring:** Assist the Vice President with monitoring FBSA committee members participation.
- **Health and Wellbeing:** Must advocate for the health and wellbeing of all committee members.
- **Investigate:** Must assist the Vice President to investigate and complete disciplinary action as required.
- **Recruitment and Selection:** Assist the Vice President with recruiting new committee members onto the association.
- **Programs:** Use programs such as Eventbrite and Google Drive.

## 3. SELECTION CRITERIA

### 3.1 ESSENTIAL

- A student of Flinders University studying a Business or Commerce degree
- Excellent communication and interpersonal skills (both verbal and written)
- Excellent organisation, time management and multi-tasking skills
- Ability to work collaboratively as a team player
- Ability to prioritise tasks and work well within deadline restrictions
- Strong attention to detail

### 3.2 DESIRABLE

- Studying a Human Resources degree
- Human resource management/ administration experience
- Volunteer experience

### 3.3 PERSONAL ATTRIBUTES

- A vibrant and outgoing personality
- A positive, enthusiastic and can-do attitude
- Both professional and social
- Creative and innovative
- Honest and reliable
- Empathetic
- Shows initiative
- Passion and/or interest in events and events management

- Willing to learn, put in time, and have fun