

ROLE DESCRIPTION

Human Resources Officer

 Campus: South Bank Region: Brisbane	 Closing date: 11:59pm, Thursday 8 October 2026
 Portfolio: People and Culture	 For further information, please contact: Contact name: Nicole Jones Role: Human Resources Manager (Operations) Email: Nicole.Jones@tafeqld.edu.au Or check out our Applicant Information Guide
 Award: TAFE Queensland Award – State 2016 Agreement: TAFE Queensland (TAFE Services Employees) Certified Agreement 2022 Classification Level: Administration Officer Level 3 (AO3) Salary: \$80,506.32 - \$89,327.11 per annum, plus superannuation contributions of 12.75% of your salary	
 Status: Temporary full-time	 Winner: Queensland Large Training Provider of the Year 2024
 Job ad reference: TQ2026-981	

About TAFE Queensland

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State, with a history of serving Queensland communities for more than 140 years.

At TAFE Queensland, we hold true to our values and keep our customers at the centre of everything we do. By living these values we continue to strengthen TAFE Queensland's reputation as a leading provider of high quality education and training. Our people are recognised for demonstrating these values in their everyday work.

				
Safety first	Working together	Focusing on our customer	Taking responsibility	Showing initiative

Your opportunity

As the Human Resources Officer, you will:

- Contribute to the delivery of cost efficient, high quality and client responsive human resource (HR) services to Regional staff.

This position reports to the Manager, Human Resources (Operations) and works under the leadership of Manager, Human Resources (Workforce).

Key responsibilities

- Contribute to the success of transformation and cultural change through promoting and modelling the established values of Safety First, Working Together, Focusing on our Customer, Taking Responsibility and Showing Initiative.
- Contribute to providing continuous excellence in the delivery of Customer Service by participating in activities including but not limited to application processing, telephone enquiries, webchat processing and enrolments processing.
- Interpret and provide accurate, timely solution orientated advice and service to managers and staff on human resource activities including recruitment and selection.
- Proactively contribute to the development, documentation and implementation of internal policies, procedures and practices relating to best practice through the analysis, coordination and undertaking of HR projects.
- Maintain appropriate filing, administration and record tracking systems ensuring the currency and validity of HR reports.
- Provide advice and support on the interpretation and implementation of legislation, procedures, processes, guidelines and industrial awards.
- Provide advice and information to other team members, actively contributing to positive team relationships.
- Develop and maintain close working relationships with managers and staff.
- In consultation with the Human Resource Manager ensure compliance with HR policies and legislation.
- Participate in specific HR projects as allocated.
- Contribute to the achievement of the Region's quality and financial management procedures by encouraging an environment where high quality work is achieved and supported by the adherence to the development of the Region's management system.
- Adhere to TAFE Queensland Code of Conduct, including the principles and practices of employment equity, ethical conduct and workplace health and safety.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

1. Provide accurate advice in relation to employee conditions and entitlements and recruitment and selection services, in accordance with relevant legislation, directives, awards, policies and procedures.
2. Possess skill in the operation of computerised systems including word processing, database, spreadsheets and corporate information systems.
3. Function autonomously in a team environment and prioritise work commitments to achieve quality, accurate outcomes within agreed timeframes.

4. Possess knowledge of project management including the ability to meet deadlines set, achieve realistic goals and establish work priorities.
5. Possess high level interpersonal and communication skills that enable the establishment of effective working relationships with both internal and external clients.

About you

Mandatory requirements:

- There are no mandatory requirements for this role

Highly desirable:

- There are no highly desirable requirements for this role

How to apply

To apply for this role, please provide the following:

	• a detailed resume including the contact details for two referees (one of whom is your current supervisor); and • a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria. • Applications must be submitted via TAFE Queensland's recruitment portal.
	For more information, • check out our Applicant Information Guide • or visit TAFE Queensland's website.

Additional Information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- You may be required to travel and work across the region.
- Travel and overnight absences from base may be required of this position.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- If the successful candidate has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation of three (3) months.
- You will be required to complete a range of training activities within the onboarding and induction period, including systems training.
- The Key Responsibilities listed in this role description are broadly captured for the role and this list is not exhaustive. The incumbent may be required to undertake other activities, projects and tasks as directed by the relevant manager.