

Position Title	Human Resources Support Officer		
Position Number	50457	Location	Darwin
Designation	TGEN Band 2 Admin Corporate Services		
Reports To (Position Title)	Human Resources Supervisor		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see: Click Here		
Special Measures	Territory Generation values diversity in the workplace that represents the community. Therefore, under an approved Special Measures Plan, eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for selection. For more information on Special Measures, go to the OCPE website .		
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: Click Here		
Organisational Context			
<p>Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.</p> <p>Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are Focus, Integrity, Respect, Safety and Teamwork (FIRST).</p> <p>We recognise that individually, our employees offer unique value and perspective and we are committed to a workplace that supports people from all backgrounds.</p>			
Employee Responsibilities			
You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities include:			
Focus	<ul style="list-style-type: none"> • Demonstrates an awareness of the Vision and objectives of the Corporation. • Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business. • Tracks own performance in line with objectives on a regular basis. • Actively participates in performance reviews and feedback processes. • Remain self-disciplined and calm under pressure. 		
Integrity	<ul style="list-style-type: none"> • Demonstrate the organisation's values. • Conduct business in line with the values and high ethical standards – considers values in business interactions; • Ensures compliance with legal, governance and policy requirements; • Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery. 		
Respect	<ul style="list-style-type: none"> • Takes accountability and responsibility for own actions; • Readily shares knowledge and expertise with others; • Actively supports the team and organisational goals; • Treats change and new situations as opportunities for learning and growth. 		
Safety	<ul style="list-style-type: none"> • Demonstrates safe working behaviours in order to achieve an incident free and safe workplace; • Develops personal safety objectives; • Challenges unsafe behaviours from team mates; • Monitors and takes ownership of own safety performance. 		
Teamwork	<ul style="list-style-type: none"> • Helps team mates feel valued and included in discussions; • Places higher priority on team than individual goals; • Shares important or relevant information with team or other affected stakeholders in a timely manner; • Speaks positively of team mates and other employees; • Focuses on personal growth and addresses development gaps which will help the achievement of performance goals. 		

Role Responsibilities

You will provide support and services across HR including recruitment, reporting, on-boarding and administration support as required.

Your accountabilities include:

1. Process recruitment requests including the provision of advice to Territory Generation supervisors and managers.
2. Coordinate probation and participate in the development and facilitation of on-boarding processes including new employee induction.
3. Assist in maintenance of employee electronic files and provide support to employees on how to access and maintain entitlement folders.
4. Manage HR reporting processes including fortnightly, monthly and quarterly management reports to support and contribute to the Corporation planning processes and activities.
5. Manage the exit interview process and prepare reports for the Manager People and Capability.
6. Maintain performance achievement system record collection and development of annual employee performance achievement documentation.
7. Provide administrative support to the HR team.
8. Carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies.

Selection Criteria
Essential

1. Demonstrated ability to manage processes and actions that enable the effective processing of recruitment and on-boarding functions.
2. Client focused with the ability to communicate and work effectively with people of diverse cultures and organisational backgrounds.
3. Highly developed administrative skills together with good innovation, research and development skills.
4. Highly developed organisational skills with the ability to effectively manage competing priorities and work under pressure whilst maintain excellent attention to detail.
5. Well-developed oral and written communication skills and a sound understanding of workforce reporting and recruitment requirements.
6. Well-developed computer literacy in a range of programs/packages.
7. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies.

Desirable

1. Tertiary qualification in Human Resource Management, Business or similar.
2. Good experience in HR and/or in undertaking operational recruitment processes.

REVIEW / AUTHORISATION

HR Review:	Mel Clarke	Date	23/02/2022
Manager People and Capability:	Richard Austin	Date	23/02/2022
General Manager Legal, Governance and People:	Hieu Nguyen	Date	23/02/2022

Pre-Employment medicals are a requirement for all Territory Generation positions.

For further information please contact: Kara Walker on 08 7979 2575 or kara.walker@territorygeneration.com.au

Apply online: <https://jobs.nt.gov.au/Home/JobDetails?rtfld=294621>

Closing Date: 02/05/2024