

Position Title	People & Culture Officer
Portfolio	CEO
Division	People & Culture
Department/Cost Centre	People & Culture – 04300
Classification	PACCT Level 4
Position Number/s	102814
Reporting to	Manager - People & Culture
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Division Overview

The People & Culture team lead our staff capability, staff and values that assists South West TAFE in achieving its strategic plan. We do this by;

- Leading our staff capability, purpose and values;
- Developing strategies designed to attract, retain and engage our workforce;
- Supporting our staff with recruiting, corporate inductions and professional development events and support.
- Promoting and developing a high-performance culture across the organisation
- Modelling a practice of engagement and collaboration with our staff.
- Managing staff payroll, WorkSafe and Return to Work activity.

Position Overview (Your Opportunity)

The People & Culture Officer (PCO) supports the operations of the People & Culture team by contributing to the provision of a range of high quality, best practice and contemporary HR services across the organisation.

The PCO provides high level support to People & Culture Advisors in all aspects of the recruitment, onboarding and offboarding processes. This position leads the Onboarding and Induction program for the organisation, ensuring a welcoming new employee experience and a positive introduction to their work environment. The PCO coordinates the organisations operational wellbeing initiatives and works closely with People & Culture Advisors on wellbeing projects.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation. These accountabilities include but are not limited to:

Your Position

- Assist with the management of initiatives and activities across a range of HR functions which contribute towards a high-performance organisational culture including:

- Employee Well-being
- Training and Development
- Onboarding and offboarding
- Recruitment
- Teacher capability compliance
- Workforce Planning
- Policies and Procedures
- Working closely with Senior P&C Advisors and in consultation with Westvic Staffing Solutions, coordinate the South West TAFE Traineeship program including maintaining regular communication and support during the traineeship period.
- Support the Senior P&C Advisors with the implementation of the organisation's recruitment processes including;
 - Administration of the e-Recruitment system
 - Ensuring that job vacancy advertising documentation is current, accurate and promotes the organisation as an employer of choice.
 - Act as the point of contact for recruitment enquiries.
 - Organise interviews, including scheduling of candidates, finalise selection panels, preparation of resources and dissemination of candidate information as appropriate
 - Organise and deliver the organisations workforce onboarding/induction process for all new employees
- Administer the employment offboarding process including ensuring that relevant service centres/departments are notified and issued assets are returned
- Support the management and maintenance of accurate personnel records relating to the employment of SWTAFE employees and implement controls, quality assurance mechanisms and procedures to regularly check and maintain our Human Resource Management Information System (HRMIS) and personnel data integrity
- Assist in the development of organisational HR initiatives and provide assistance with the review and implementation of relevant SWTAFE policies and procedures to ensure they continue to meet organisational needs
- Collect and administer employee professional qualifications knowledge and experience, ensuring current maintenance of the trainer and assessors register
- High level support to the Workforce Development Officer in providing workforce and professional development activities in the organisation.
- Support the Workforce Development Officer, in developing and presenting workforce development sessions on topics and in areas of priority
- Liaise with other People & Culture team members, to develop and present information briefings on a range of People & Culture topics and contribute to other organisation wide HR initiatives where required.
- Assist with continued development of organisational culture and staff engagement strategies.
- Assist with innovative ideas toward workplace wellbeing

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- A professional, proactive, flexible and self-motivated approach to a busy operational hands-on role
- A real customer centric focus, with an ability to support and assist stakeholders at all levels of the organisation, going above and beyond
- Demonstrated ability to communicate clearly, professionally, and effectively in both written and verbal formats

- A professional approach to dealing with confidential staffing matters and personnel files
- Knowledge of or demonstrated ability to gain a working knowledge of HR principles, practices, and legislation, with experience in recruitment, onboarding, and employee relations
- A positive mindset, ready to tackle conflicting priorities and varied work tasks
- Proficiency with HRMIS and relevant software, with a flexible approach to adapting to changing priorities and improving HR processes

Qualifications and Requirements

Mandatory requirements

- Certificate IV in Human Resources, Business and relevant work experience, or lesser formal qualifications with significant relevant experience
- Variations of the above will be considered
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Experience in Vocational Education & Training (VET) Industry
- Experience at TAFE in delivery of workplace inductions, training sessions and coordination of events.

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with Victorian TAFE PACCT Staff Agreement 2025
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Click here to enter text.	Click here to enter a date.
Approved by	Department Executive Manager	Click here to enter text.	Click here to enter a date.
P&C review	People & Culture	Click here to enter text.	Click here to enter a date.
Agreed by	Employee		