

Position Description

Human Resources Officer



Organisational Unit	Finance & Human Resources
Location	RMIT City Campus, Melbourne. <i>May be required to travel to and work from other RMIT Melbourne Campuses on occasion as directed.</i>
Classification	SUE 5
Salary	\$113,769 Full Time Salary (\$91,015 for 0.8 FTE)
Superannuation	Unisuper or as indicated by incumbent
Employment Type	Permanent Part time (0.8 FTE – 28 hours/week) Monday to Thursday
Other Benefits	RUSU Employees are covered by an Enterprise Agreement
Closing Date	11.59 PM Sunday 15 March 2026
Contact	For further details and to apply, email rusu.jobs@rmit.edu.au
Advice to Applicants	Applications must include: 1) A CV, 2) A cover letter specifically addressing how the applicant meets the key requirements of the role (maximum 2 pages). Professional references will be required for shortlisted candidates.

About the RMIT University Student Union (RUSU)

The RMIT University Student Union Incorporated (RUSU) is the representative body of around 75,000 RMIT University students. We are a registered not-for profit. We are completely independent from RMIT University. RUSU has an annual operating budget of over \$7 million and employs 30 paid permanent staff members and 15 +student casuals. RUSU's main offices are in the CBD. We also operate at Bundoora and Brunswick campuses. RUSU is governed by a Student Union Council (board) of 29 elected student representatives. The staff and students of RMIT come from diverse backgrounds. RUSU values and champions diversity in the work that we do, and this is reflected in our programs and services.

RUSU is **'for students - by students'**. This core value underpins our approach to everything we do. RUSU represents students' interests and undertakes a vast range of activities and services including:

- Student rights advocacy, representation and campaigns
- Compass student welfare outreach, referral and drop-in centres
- Social and cultural activities, events and parties
- Free Food events including weekly lunches, breakfasts
- Supporting around 100 affiliated student clubs and delivering a student volunteer program
- Provision of safe spaces including Queer Rooms and Women's Rooms
- Operating RUSU Realfoods - our sustainable, affordable plant-based cafe
- Student media – including Catalyst magazine and the RMITV TV production house

All RUSU staff and student representative positions are required to operate within the parameters of the Student Union Constitution, Regulations, Policy and the RUSU Enterprise Agreement.

Organisational Unit

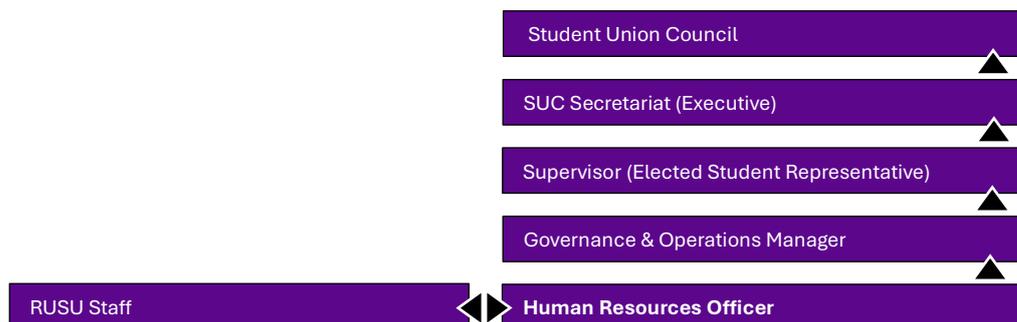
The Finance & Human Resources department is responsible for undertaking the finance and human resources duties of RUSU. It consists of a small and cohesive team of three permanent part time staff members:

- Finance Officer (1.0 FTE)
- Finance & Payroll Assistant (0.6 FTE)
- Human Resources Officer (0.8 FTE)

They work closely with the core RUSU management team (elected student President and General Secretary and the full time Governance and Operations Manager staff member.) Decisions affecting the governance, finances and operations of RUSU are all made by the elected students through the weekly Secretariat (Executive) and monthly Student Union Council (Board) meetings and through documented delegations, policies and procedures. The finance and HR staff (along with the Governance & Operations Manager) resource the students to enable them to practice informed decision making in relation to HR and financial matters.

Decisions of Secretariat related to staffing matters that fall under the RUSU Enterprise Agreement are also informed by the recommendations of the RUSU Staffing Committee, which is made up of elected RUSU staff members and elected members of the student management team. A Finance Standing Committee comprised of elected student representatives, the Finance Officer and Governance and Operations Manager meets quarterly.

The small structure of the Finance & Human Resources Department requires that staff work closely together and assist with task coverage (appropriate to their skills and expertise) during periods of staff leave/peak periods.



Working Environment / Important Personal Attributes

This position within RUSU offers a unique and rewarding working environment, whereby elected student representatives are the board members and management of the organisation. They are elected annually so there is a new student management team each year. The elected student representatives are supported by a range of permanent paid professional staff, including the Human Resources Officer. The Human Resources Officer provides advice on matters affecting the day-to-day human resource related functions of RUSU to support the management team in their decision making.

Whilst elected student representatives may lack previous work experience they are enthusiastic, keen to learn and be mentored during their term of office. They are not paid staff but do receive an honorarium and many need to work part time in addition to their roles at RUSU and their tertiary studies.

All RUSU staff must have excellent interpersonal skills and genuinely enjoy working with young adults in a dynamic, fun and busy environment. They must also possess a willingness to share their knowledge and experience to develop and support the student representatives in their roles.

1. Position Summary

The Human Resources Officer is a HR generalist position with a wide range of responsibilities across HR and OHS. It is the only HR position at RUSU. They are responsible for providing HR advice and support to RUSU Management and undertaking the administrative, compliance and logistical tasks related to the full employee life cycle. They actively support the RUSU management to undertake their roles and ensure that HR and OHS organisational processes are followed within the constraints of relevant legislation, RUSU policies, procedures and the Enterprise Agreement. They contribute to the ongoing review and development of HR & OHS related policies and procedures to support best practice.

The Human Resources Officer will coordinate and administer staff recruitment, on-boarding, induction, and compliance training and answer HR queries of staff and management. They will facilitate and provide support to management with leave approvals, probationary reviews, unsatisfactory performance / discipline processes, complaints, grievances and other HR processes.

They work with management and Team Leaders to support staff professional development and maintain RUSU training records.

They establish and maintain employee personnel files, training and compliance records and work closely with the RUSU Finance Officer in establishing new staff members on payroll and HR systems.

2. Key Responsibilities

HR Support

- Support management through the provision of human resources advice and answering HR related queries
- Assist staff with queries in relation to; leave, RUSU Enterprise Agreement and RUSU HR and OHS policies and procedures
- In conjunction with team leaders and management; design, administer and coordinate the delivery and documentation of the staff training and professional development program
- Advise and assist management with performance management/ disciplinary processes, grievances and complaints management under the EA and RUSU procedures
- Support management to obtain the appropriate legal and specialist HR or OHS advice on matters that require external assistance or referral
- Consultatively facilitate reasonable adjustments and flexible working arrangements of staff
- Work with RUSU management to develop effective communication and engagement with the staff group, to support staff morale, team building, health and well-being
- Oversee organisation-wide compliance with Child Safety requirements including conducting all WWCC checks (excluding clubs and volunteers)
- Oversee organisation-wide compliance with Prevention of Gender Based Violence legislation requirements at RUSU and facilitate and document Police Checks and Probity checks organisation-wide

Recruitment, Induction and On-boarding

- Coordinate, deliver and document RUSU recruitment processes end-to-end
- Prepare letters of offer/appointment and official employee contracts and ensure that the required payroll, HR, IT, compliance and admin processes have been set up
- Conduct the induction and on boarding activities, oversee the staff probation period and manage the employee off boarding/exit process

Payroll, Administration and Reporting

- Prepare and maintain various HR records, including personnel files, compliance, training records.
- Receive leave and TOIL requests and provide advice to management on staff entitlements and approval, and where authorised approve leave as delegated
- Manage the RUSU Staff Leave & Locations Calendar
- Review finance & payroll calculations for specific staff payments (e.g. long service leave, maternity leave, termination payments), to ensure they meet EA and legislative requirements

- Document management, ensuring accuracy, compliance, and confidentiality of information
- Coordinate periodic updates of HR & OHS resources and the RUSU staff manual
- This role may be required to assist with core payroll process, including checking or processing staff timesheets, preparing and paying wages, on an ad hoc basis (e.g. where one of the Finance staff is on leave)

Health & Safety

The HR Officer contributes to RUSU fulfilling our Health and Safety responsibilities through the following duties:

- Receive, complete and record incident reports, maintain the RUSU Incident & Injury register and support management responses to Incidents, Injuries and Work Cover claims
- Support management with the convening, smooth functioning and record keeping for the RUSU Health & Safety Committee
- Coordinate and deliver the annual H&S Audit and maintain the RUSU H&S Hazard Register
- Fulfill the duties of the designated RUSU Return to Work Coordinator
- Oversee compliance with the First Aid Policy and coordinate first aid officer training organisation wide
- Coordinate OHS Training for HSRs, OHS Committee members and relevant staff
- Liaise with the RMIT/RUSU EAP providers and promote EAP to RUSU staff

Policy and Processes

- Contribute to the development and review of HR and OHS policies and procedures in conjunction with the Governance & Operations Manager and management.
- Maintain the RUSU policy register and identify where policies and procedures are due for review or require updating for continuous improvement in line with legislative changes.

The Human Resources Officer will be required to contribute, collaboratively, towards the achievement of the aims and objectives of RUSU. This includes performing other duties that may not be listed within this position description consistent with the skills and capabilities required for this position.

3. Selection Criteria

3.1 Essential

- A relevant tertiary qualification in Human Resources or related fields (minimum degree level) with **at least three years** relevant experience in a human resources role, preferably in the community/education sector.
- Demonstrated skills, knowledge and experience in best practice human resources processes, policy and practice.
- Experience interpreting and applying relevant taxation and industrial instruments/legislation and policies (including; Enterprise Agreements, Awards, Fair Work Act, National Employment Standards).
- Experience in end-to-end recruitment, induction and onboarding.
- Sound knowledge of the OHS Act and OHS processes and procedures.
- Prior experience as a Return to Work Coordinator, or willingness to obtain RTW training.
- Enthusiasm for working with and for students and an understanding of and commitment to the principle of student control over student affairs.
- Commitment to the principles of equal opportunity, workplace diversity and inclusion.
- Excellent communication and interpersonal skills, including; diplomacy, confidentiality, relationship building and stakeholder management.
- Demonstrated negotiation, problem-solving, mediation and conflict resolution skills.
- Strong HR administrative skills with a high level of accuracy and attention to detail.
- A high level of self-motivation, organisation, and initiative including the ability to prioritise work commitments and meet deadlines.
- Demonstrated computer literacy skills and proficiency in using Microsoft Office and other industry standard applications.

3.2 Desirable

- Formal certification/ qualifications in OHS.
- Proficiency with finance/payroll software including MYOB and Excel and demonstrated work experience undertaking core payroll processing tasks.
- Experience working within a Student Union, the community sector or board directed environment.
- HR Affiliations or Professional Membership

4. Special Requirements

- The successful applicant will be required to hold a valid Working with Children Check.
- The successful applicant will require a successful police check.
- An appropriate visa to work in/ fulfil the requirements of this role in Australia.
- This position is subject to a 6-month probation period.
- Minimum onsite attendance is a requirement as arranged with management as per the RUSU Hybrid Work Policy

5. Job Complexity, Skills, Knowledge

Level of Supervision, Independence

The role works under the general direction of an annually elected senior student representative (usually the General Secretary). They report to them and receive direction through the Governance & Operations Manager. They have a direct line to senior student management where appropriate for highly sensitive and confidential HR/OHS matters.

The duties of this position are conducted collaboratively with RUSU office bearers and staff, in particular with the RUSU President, General Secretary, Governance & Operations Manager and Finance Officer. This position is required to provide work and compliance reports to management through the Governance & Operations Manager.

Problem solving and judgment

The incumbent provides advice to RUSU management by identifying issues affecting the HR operations of the organisation and possible outcomes in addressing these issues. They provide advice on best practice in human resources. While the position works within established RUSU policies, processes, and procedures it may include strategic analysis, interpretation, and the provision of advice on RUSU HR, OHS including areas for future improvement. Judgement and advice focuses on the needs of RUSU and its departments in relation to human resources and payroll matters.

Professional and Organisational Knowledge

The position requires professional knowledge, which comes from professional qualifications, and work experience in human resources, ideally within the community or education sector. The position requires an ability to quickly develop extensive knowledge of RUSU structures, processes, systems and work environment. It is essential to have a well-rounded knowledge of relevant state and federal workplace laws as well as of best practice approaches to human resource management.

Task Level

The position requires development of specialist expertise to facilitate advice and provide support for the RUSU management in managing the human resources and OHS of the organisation.

This position description is approved by:	
Occupant	<i>N/A</i>
Supervising Body (Secretariat)	<i>16 February 2026</i>
Staffing Committee	<i>16 February 2026</i>
Classifications Committee	<i>14 November 2019</i>