

# Human Resources Officer

## About WATC

As the State's central financial services provider, we partner with government entities to achieve sound financial management outcomes, while providing investors with secure and sustainable opportunities.

WATC cares about the financial health of Western Australia's public sector agencies and provides a comprehensive range of corporate finance products covering borrowing, investing, foreign exchange, treasury management and advisory services. You can find out more about our organisation including our purpose, history and key activities by visiting the [About Us](#) tab on our website.

To see all current vacancies we have available visit our [Careers](#) page.

## The Opportunity

A great opportunity has arisen to join WA Treasury Corporation's Human Resources (HR) business unit, where you will play a pivotal role in the provision of support and delivery of effective work solutions in a proactive and resourceful manner. With a strong focus on the use of technology and continuous improvement, you will be a trusted advisor to the business, providing generalist human resources support to the HR team and all staff within the Corporation.

This is a fast moving role that is responsible for a variety of tasks including:

- recruitment and onboarding activities;
- coordinating WATC's wellness activities;
- providing advice on straight forward human resources matters;
- processing requests;
- maintaining human resources data collection; and
- providing general support to the HR team.

This role would suit an individual with a curious mindset, experience working within a human resources environment and a keenness to add value to the well-being of the Corporation's staff by exploring and promoting evidenced-based and effective solutions.

If you are seeking a role where you can make a true difference to efficiencies and services within a human resources context, we would be keen to hear from you.

## About You

We are seeking someone early in their human resources career who loves technology with some combination of the following skills, experience and qualifications:

- a tertiary qualification in human resources management, or similar, or equivalent experience;
- a good understanding of human resources practices and principles;
- excellent computing skills, particularly Microsoft 365;
- very good research and problem solving skills, with a naturally curious mind;
- good communication skills, particularly writing and proof-reading skills;
- strong attention to detail; and
- a welcoming, approachable attitude.

## WATC Values

WATC values shape our behaviours and define how we relate to each other, our clients and our community:

**Integrity** – We are open, honest and accountable; we adhere to the highest professional and ethical standards. We honour our promises.

**Partnership** – We work collaboratively with our stakeholders and colleagues towards achieving successful outcomes.

**Adaptability** – We challenge ourselves to think creatively and to continuously improve.

**Achievement** – We are engaged and focused on delivering valued outcomes for WA.

**Leadership** – We use our knowledge and experience to contribute to the long term benefit of WA.

## Employee Benefits

WATC offer a range of benefits beyond remuneration that include:

- **Flexible work arrangements:**
  - Excellent work / life balance;
  - Working from home options and flexible start and finish times; and
  - Compressed work schedules and part time work opportunities.
- **Health and wellbeing focus:**
  - Calendar of a range of wellbeing initiatives;
  - Two wellbeing days annually; and
  - Discounted health insurance.
- **Generous personal leave;**
  - 12.5 days personal leave per year;
  - Up to 12 weeks paid parental leave (on top of government paid parental leave scheme); and
  - Access to purchase additional leave.
- **Diverse, inclusive and supportive work environment:**
  - Strong organisational focus on diversity and inclusion;
  - A range of staff initiatives to drive First Nations awareness and support women in finance; and
  - A reward and recognition program.
- **Professional development opportunities:**
  - Training courses;
  - Professional memberships; and
  - Structured learning opportunities.
- **Newly refurbished offices:**
  - Sit-stand desks and personal lockers;
  - Free gym access and fitness classes in the building; and
  - Excellent end of trip facilities.

To find out more about the benefits of working at WATC, visit their [Careers](#) page.

## How to Apply

WATC recruitment and selection process includes a variety of assessment tools that might include behavioural and cognitive surveys, technical skill activities, reference checks and verification of Australian working rights.

**Only candidates with unrestricted working rights in Australia will be considered.**

WATC are committed to employing highly skilled people, with diverse backgrounds and experiences and embrace diversity of all kinds including supporting Women In STEM.

For further information please contact **Denise Wetherall, Beilby Downing Teal** on 0408 000 109 or [dwetherall@beilbydt.com.au](mailto:dwetherall@beilbydt.com.au) or click the link to download a copy of the Application Information Pack.

<https://beilbydt.com.au/application-packs/>

Please **apply online** at [www.beilbydt.com.au](http://www.beilbydt.com.au) by submitting a **cover letter** outlining your skills, experience and suitability for the role and **resume** (Word or PDF format) and quoting reference number **1324747**.

Please note that applications will be assessed as they are submitted, so prompt submissions are encouraged.