



POSITION DESCRIPTION

Human Resources Manager

Commencement: October/November 2026 (negotiable)

Our Organisation

The State School Teachers' Union of W.A. (SSTUWA) represents State School Teachers and TAFE Lecturers across W.A. It is one of the largest trade unions in Western Australia, providing a wide range of industrial, professional and value-added services.

The SSTUWA is the public education union of WA. Organisational fit is crucial. The ability to exercise a high level of tact and discretion in a professionally and personally challenging environment, while meeting demanding schedules and workloads, is essential.

Vision Statement

We are a strong, independent, democratic union of public educators protecting and improving our industrial and professional rights and promoting quality public education for all.

Strategic Directions

Our guiding principles

- **Equity:** Gender equity, diversity and inclusion for every student and employee.
- **Fair Funding:** For all public schools and TAFEs.

Our focus areas

- Protect education for the common good.
- Keep schools as safe sanctuaries of learning.
- Stand up for workers' rights.
- Defend and extend collective bargaining rights.
- Promote pride in the teaching and public education professions.

Key Function

This position is responsible for delivering practical, professional and strategic HR support across SSTUWA, working closely with the General Secretary, Senior Officers, managers and employees to foster a positive, respectful, inclusive and well-managed workplace for approximately 60 employees.

The role includes strategic HR leadership and hands-on operational responsibilities, including employee and industrial relations, recruitment and onboarding, workplace investigations, performance management, payroll oversight, HR systems, learning and development, policy development and employment compliance.

The position is expected to exercise a high degree of professional judgement, confidentiality and discretion and to provide trusted advice on sensitive and complex workplace matters.

Key Responsibilities

1. Human Resources Advice and Support

- Provide practical, timely and professional HR advice to the General Secretary, Senior Officers and managers on workplace matters, employment conditions, policies and procedures.
- Support workforce planning, organisational development and organisational change.
- Develop, review and implement effective HR policies, procedures and workplace practices.
- Promote a positive, respectful, inclusive and professional workplace culture.

2. Employee and Industrial Relations

- Provide advice and support on employee and industrial relations matters, ensuring compliance with relevant legislation, awards, agreements and organisational policies.
- Support managers to manage performance, grievances, workplace conflict and other sensitive employee matters fairly and appropriately.
- Manage or support workplace investigations, mediation and conflict resolution, including preparing reports and recommendations where required.

3. Recruitment and Workforce Development

- Coordinate end-to-end recruitment and selection processes, including position descriptions, advertising, selection processes, contracts and onboarding.
- Provide advice and support to managers and selection panels to ensure recruitment processes are fair, consistent and transparent.
- Identify workforce learning and development needs and coordinate professional development and training opportunities.

4. Payroll and HR Administration

- Oversee the HR aspects of payroll and work with Finance to ensure employees are paid accurately and on time.
- Maintain accurate and confidential employee records, contracts and HR documentation.

5. HR Systems, Reporting and Improvement

- Identify and implement practical improvements to HR, payroll and administrative systems and processes.
- Support the introduction and improvement of HR and business systems.
- Prepare HR reports and workforce information to support management decision-making.

6. Compliance and Risk Management

- Ensure HR policies and practices comply with relevant employment, industrial relations, work health and safety, anti-discrimination, equal opportunity and privacy requirements.
- Identify and manage employment-related risks and provide advice on emerging workforce issues.
- Maintain a high standard of confidentiality, integrity and professional judgement in all HR matters.

Conditions of Employment

- **Employment Status:** Permanent, FTE 1.0 (75 hours per fortnight).
- **Salary:** \$137,981–\$163,356 per annum, depending on experience (Level 7–8), plus an additional 4% superannuation.
- **Employment Conditions:** Administrative Services Staff of the State School Teachers' Union of W.A. Conditions of Employment Agreement 2024.
- **Reports to:** General Secretary.

Selection Criteria

Applicants are asked to address the following criteria. We are looking for someone with strong HR expertise, sound judgement and a practical approach who can work effectively in a union environment.

Essential Criteria

1. Human Resources Experience and Qualifications

Relevant tertiary qualifications in Human Resources, Industrial Relations, Business or a related field, together with substantial experience in a senior HR or generalist HR role.

2. Industrial and Employee Relations

Strong knowledge of employment and industrial relations, including experience interpreting enterprise agreements, awards and employment conditions. Demonstrated ability to manage complex employee matters, including performance, grievances, disciplinary matters and workplace conflict.

3. Strategic and Practical Human Resources Management

Ability to provide both strategic and day-to-day HR advice and to develop and implement effective HR policies, processes and practices. Experience in recruitment, workforce planning, staff development and organisational change.

4. Communication and Relationships

Excellent written and verbal communication skills, with the ability to build positive working relationships, provide advice to senior managers and handle sensitive matters professionally. Demonstrated ability to negotiate, influence and resolve issues constructively.

5. Integrity, Confidentiality and Judgement

High level of integrity, discretion and professionalism, with the ability to manage confidential information and exercise sound independent judgement, particularly in sensitive or complex situations.

6. Commitment to SSTUWA's Values

A commitment to fairness, equity, workers' rights and public education, with an understanding of the role of trade unions and collective representation.

Desirable

Experience working in a union, public sector, not-for-profit or other member-based organisation.

How to Apply

Applications Open: Wednesday 9 September 2026

Applications Close: 10.00am, Friday 25 September 2026

Applications for the position of Human Resources Manager should include:

- A **three-page statement** addressing the selection criteria, in the context of the role and the business needs of the Union.
- A **CV of up to four pages** outlining employment history and professional learning relevant to the position.
- Contact details for **two work-related referees** who can attest to the claims made in the written application.

Applications should be addressed to:

General Secretary's executive assistance via executiveassistant@sstuwa.org.au

Further Enquiries

For further information regarding this position, please contact: executiveassistant@sstuwa.org.au