

HUMAN RESOURCE ADVISER (ANZSCO Code: 223111)

The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.

Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education and Training.

The employment assessment involves determining the skill level and relevance of the tasks undertaken. Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

Human Resource Advisers provide staffing and personnel administration services in support of an organisation's human resource policies and programs.

Alternative Titles:

- Human Resource Consultant

Specialisations:

- Personnel Officer
- Workforce Planning Analyst

Occupations not considered under this ANZSCO code:

- Recruitment Consultant
- Workplace Relations Adviser

These occupations are classified elsewhere in ANZSCO.

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Requirements for Skills Assessment

Human Resource Adviser is a VETASSESS Group B occupation.

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree, in a field highly relevant to the nominated occupation. In addition to this, applicants must have undertaken at least one year of post-qualification employment at an appropriate skill level in the last five years which is highly relevant to the nominated occupation. If employment is not post-qualification, then five additional years of highly relevant employment are required.

If the degree is not in a highly relevant field, three years of employment at an appropriate skill level completed in the last five years in a field which is highly relevant to the nominated occupation is required. This is reduced to two years if there is an additional qualification at least at AQF Diploma level in a highly relevant field.

If employment is not post-qualification, then five additional years of relevant employment are required. This is in addition to one year of highly relevant employment within the past five years.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

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Qualification

AQF Bachelor degree or higher degree*

Highly relevant major fields of study include:

- Human Resource Management / Strategy
- Organisational Development / Psychology
- Change Management
- Workforce Analytics
- Diversity and Inclusion
- Employment Relations
- Learning and Development

*This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

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Employment

Highly relevant tasks include, but are not limited to:

- arranging for advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- maintaining personnel records and associated human resource information systems
- providing advice and information to management on workplace relations policies and procedures, staff performance and disciplinary matters
- arranging the induction of staff and providing information on conditions of service, salaries and promotional opportunities

Additional tasks may include:

- determining, implementing, monitoring, reviewing and evaluating human resource management strategies, policies and plans to meet business needs
- advising and assisting others in applying sound recruitment and selection practices, and appropriate induction, training and development programs

Employment context

Common roles held by Human Resource Advisers (within a HR working context) include:

- HR Officer / HR Business Partner / HR Analyst / HR Generalist
- Compensation/Remuneration and Benefits Officer
- Personnel Officer
- Staffing / Hiring Manager
- Organisational Development Officer / Employee Engagement / Workplace Relations Officer
- Diversity and Inclusion Officer
- Culture and Change Specialist

Human Resource Advisers may work for organisations that operate in any industry. In small organisations, they will usually be responsible for all areas of human resource management, but in larger organisations they may specialise in one particular area.

Those who focus their efforts in a single area are generally referred to as HR specialists, whereas those who are less focused and handle a number of areas and tasks simultaneously are referred to as HR generalists.

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Supporting material for assessment

An organisational chart may assist to clarify the focus and responsibility level of positions held, as well as the size of the organisation. This should include the company letterhead, an applicant's job position and those of her/his superiors and subordinates, and should also show each of the departments within the organisation.

Applicants may also provide evidence of the following certification:

- AHRI (Australia) <https://www.ahri.com.au/hr-certification/>
- CIPD (UK) <https://www.cipd.co.uk/>
- IHRP (Singapore) <http://ihrp.sg/>

While HR certification from these professional bodies will not substitute for a formal qualification, attainment may be seen as a positive indicator.