



## **HR & INDUSTRIAL RELATIONS OFFICER**

**DIRECT REPORT:** HR Manager

**SUBORDINATES:** None

**GRADE:** Paterson

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### **PURPOSE OF THE JOB**

#### **Position Overview**

The HR & Industrial Relations Officer provides operational and administrative support to ensure that Desert Fruit's human resources and industrial relations functions align with company goals. This role focuses on maintaining employee relations, supporting recruitment and payroll processes, and ensuring compliance with labour law and HR best practices.

The position plays a key role in fostering a positive working environment, promoting employee engagement, and ensuring efficient HR operations throughout the company.

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### **MINIMUM REQUIREMENTS**

#### **Education & Experience**

- Relevant tertiary qualification in Human Resources, Industrial Relations, or Labour Law.
- Minimum of 3 years' practical experience in HR and IR functions.
- Excellent command of English (verbal and written).

#### **Skills & Competencies**

- Strong interpersonal, negotiation, and communication skills.
- People-oriented and results-driven.
- Demonstrated experience with HR metrics and HR systems.
- Strong recruitment and administration background.
- Competence in conflict management, disciplinary processes, and union engagement.
- Sound knowledge of labour law and HR best practices.
- Computer literacy in MS Word, Excel, and PowerPoint.
- Experience with Sage/VIP and clocking systems (advantageous).
- Knowledge of SSC, employee tax, and VET claims administration.
- Understanding of workplace health and safety standards.
- Ability to maintain confidentiality and professionalism.

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## KEY RESPONSIBILITIES

### Daily Responsibilities

- Assist employees with HR-related queries and promote a positive working environment.
- Support recruitment and selection processes.
- Process monthly payroll data and manage employee leave records.
- Assist with assessing training needs and monitoring training programmes.
- Support disciplinary processes and track disciplinary actions and outcomes.

### Monthly Responsibilities

- Prepare and submit monthly payroll documentation for HR Manager review.
- Generate and file HR reports and ensure proper document control.
- Compile monthly HR reports and maintain accurate filing systems.
- Prepare statutory submissions (SSC, PAYE, VET, etc.) for review and timely submission.

### Ad Hoc Responsibilities

- Draft disciplinary documentation and attend hearings when required.
- Conduct internal training and maintain training records for VET submissions.
- Support the onboarding and induction of new employees.
- Prepare HR documentation for quarterly board pack submissions.
- Attend committee meetings and record minutes as needed.
- Perform any other reasonable tasks assigned by management.

### Secondary Responsibilities

- Uphold Desert Fruit's reputation through professional conduct.
- Promote a safe, healthy, and respectful work environment.
- Adhere to company disciplinary codes and confidentiality requirements.
- Maintain sober habits and professional behaviour at all times.

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## APPLICATION PROCEDURE

Please submit your application through our official recruitment portal at [www.jobopportunities.net](http://www.jobopportunities.net).

Include a **cover letter**, your **comprehensive CV**, and **authenticated copies** of your relevant qualifications and certifications.

Only short-listed candidates will be contacted. Applicants will be subjected to reference checks.

**Closing Date:** 13 November 2025 @ 7:00PM