

# JOB ROLE

# HUMAN RESOURCES OFFICER

## LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +7.7%
- > From 86,000 in 2023 to 92,700 in 2028

## AVERAGE SALARY FOR OCCUPATION



**Entry level**  
(1-3 years' experience)



**Senior**  
(8+ years' experience)

## WHAT DO EMPLOYERS WANT?



### SPECIALISED SKILLS

- > Onboarding
- > Scheduling
- > Performance Management
- > HR Policies
- > Employee Relations

### EMPLOYABILITY SKILLS

- > Communication Skills
- > Detail-Orientated
- > Problem Solving
- > Time Management
- > Microsoft 365

### DIGITAL SKILLS

- > SAP HR
- > HRMS
- > CRM

## EMPLOYMENT PROSPECTS



### TOP SOUTH AUSTRALIAN INDUSTRIES WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > Social Assistance Services
- > State Government Administration
- > Defence
- > Accommodation
- > Regulatory Services

### TOP SOUTH AUSTRALIAN EMPLOYERS WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- > Government of South Australia
- > Australian Government
- > Job Media Pty Ltd
- > Anglicare
- > Community Bridging Services

### YOU MIGHT CONSIDER UNDERTAKING STUDY TO TRANSITION INTO THESE RELATED JOB ROLES:

- > Human Resources Manager
- > Corporate Services Manager
- > Recruitment Consultant





## QUALIFICATION PATHWAYS

**Looking to progress your career?** TAFE SA can help you further your study with these courses (\*fees may apply)

- > Certificate IV in Human Resource Management (BSB40420)
- > Diploma of Human Resource Management (BSB50320)
- > Advanced Diploma of Human Resource Management (BSB60320)

Or undertake a range of short courses to supplement your existing knowledge or continue upskilling.

Further information available on the TAFE SA website.



## NETWORKING WITH INDUSTRY

Networking with industry provides you with opportunities to gain employment, advance your career and stay current with industry changes.

Conferences and workshops are an excellent way to introduce yourself to key industry contacts.

Follow these organisations on social media:

- > Australian Institute of Office Professionals
- > IPAA South Australia

Consider these opportunities to find employment:

- > Send your resume to relevant businesses in your local area
- > Look for employment opportunities advertised on
  - the TAFE SA Jobs Board
  - online employment websites like Seek
  - the job board on your local Regional Development Australia (RDA) website



## CAREER SUPPORT

**Not sure where to start?** TAFE SA's Student Services can provide you with a range of career planning support including:

- > career planning
- > write a winning resume
- > how to respond to selection criteria
- > cover letters that stand out
- > preparing for job interviews

**To find out more, or to book an appointment, visit TAFE SA's Career Support Page: Career Support ([tafesa.edu.au](https://tafesa.edu.au))**

### Data sources:

Industry and job role data sourced 2024 from Lightcast™.(2022). "Labor Insight™ Real-Time Labor Market Information Tool." Retrieved from <https://labourinsight.lightcast.io/anz>.

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