HR OFFICER

DEPARTMENT/UNIT: HR Business Support

FACULTY/DIVISION: Monash HR

CLASSIFICATION: HEW Level 5

WORK LOCATION: 211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The portfolio of the Chief Operating Officer and Senior Vice-President provides leadership in all matters relating to the administrative and operating areas of the University including: Strategic Marketing and Communications; Student Recruitment; Facilities and Services; Human Resources; Campus Community; Client Services; and eSolutions.

This position is located within Monash HR. We facilitate staff engagement and organisational performance by providing workforce management expertise and Human Resources (HR) service and solutions. Monash HR values integrity, collaboration, innovation and excellence.

POSITION PURPOSE

The HR Officer provides end-to-end administrative support for the Jobs for Students (JFS) program. This position provides advice on a range of HR policy and process matters and delivers operational support services to clients, HR Business Partners, and colleagues within Monash HR. This position plays a pivotal role in assisting the Casual Lifecycle team in coordinating the JFS program by promoting the initiative and finding suitable opportunities for students to fulfil. Overall, this position provides assistance with high volume HR operational activities to deliver quality HR services throughout the University.

The role is located within the Casual Lifecycle team in the HR Business Support arm of Monash HR; a team dedicated to providing expert operational support across the myriad range of processes throughout the employment lifecycle for academic and professional staff in the University.

Accuracy and timeliness are paramount in managing the large and complex range of activities.
Reporting Line: The position reports to the Senior Program Coordinator, Jobs for Students under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Coordinate and support end-to-end recruitment activities for the JFS program in a timely and accurate manner

2. Provide high quality and timely HR advice and support services to internal/external clients and to other team members in line with University policies and procedures, including:
   - Providing advice and guidance on a range of operational HR matters and HR systems
   - Supporting clients in using automated systems and processes
   - Drafting and preparing documents, memoranda and correspondence and generating reports
   - Researching and interpreting policy
   - Investigating and resolving routine issues

3. Manage high volume HR transactional activities, ensuring compliance with relevant policies or procedures in a timely, consistent and accurate manner

4. Maintain excellent working relationships with a range of internal stakeholders and colleagues, and use these to facilitate communication and service delivery

5. Contribute to and initiate continuous improvement activities relating to HR policies, practices and procedures

6. Use existing HRIS, eRecruitment, record management, filing and reporting systems to maintain records, manage documentation, coordinate workflow and collate reports, achieving accuracy and compliance

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - a tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

1. High level communication skills, including the ability to draft a range of documentation, interact with a diverse range of colleagues and clients, and maintain discretion

2. Sound analytical and problem solving skills

3. Highly developed administrative skills, including computer literacy, excellent attention to detail and accuracy, an ability to appropriately handle confidential information and a record of organising priorities to meet deadlines

4. Demonstrated ability to work as an effective member of a team and to work exercising independence, judgement and initiative under general direction
5. Knowledge of human resource management and student recruitment principles, particularly in a university context

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.