POSITION DESCRIPTION

Position Title: Human Resources Officer (Senior Recruitment and Health Partnerships)
Organisation Unit: Faculty of Medicine
Position Number: 3026417
Type of Employment: Full-time, fixed-term until August 2019
Classification: HEW Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University’s Life Sciences broad subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 14,000 postgraduate scholars and more than 13,000 international students from 141 countries, adding to its proud 250,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and six University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built
scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, agriculture, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $13billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer). Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
Primary Purpose of Position

The HR Officer is responsible for the effective and efficient delivery of Human Resource administration, including the recruitment, selection and appointment of senior staff, seconded, unpaid and conjoint appointees. The HR Officer is expected to develop and maintain effective relations with managers and staff including external HR contacts from the Faculty’s health partners; take responsibility for the provision of policy advice to managers and staff; and support the HR Consultant and HR Manager.

Duties

Duties and responsibilities include, but are not limited to:

- Providing timely and accurate advice to managers and staff on routine Human Resource issues.
- Support the HR Consultant to coordinate recruitment and selection processes for senior staff, and other recruitment activities as required.
- Generating appropriate and accurate HR documentation in relation to senior appointments, seconded, unpaid and conjoint appointees and confirmation of appointment and promotion.
- Liaise with external HR contacts from the Faculty’s health service partners to obtain required information for the appointment of conjoint and secondee staff.
- Preparing correspondence in relation to a variety of HR activities.
- Coordinating the approval process for appointments and contract renewals.
- Participating as an active team member in making suggestions to improve administrative systems and work practices, and in supporting other team members workloads where required.
- Providing ongoing support for unpaid appointees.
- Ensure appointments comply with immigration requirements; prepare immigration documentation; and provide advice to clients in regard immigration.
- Generating and analysing reports on a range of Human Resource information as requested by the HR Consultant, HR Manager or client groups.
- Processing transactions into the Aurion HR system for seconded/conjoint appointees.
- Participating in the classification of professional staff positions, ensuring that parity and consistency is maintained for all levels.
- Participating in selection committees.
- Assisting with the development and management of standing operating procedures.
- Maintaining effective administrative, filing and processing systems.
- Assisting with project work as required.

Other

Other duties as required by the HR Consultant and/or HR Manager.

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Human Resources Consultant (Senior Recruitment and Health Partnerships).
SELECTION CRITERIA

Essential

- Completion of a degree in Human Resources or a related field; or an equivalent combination of relevant experience, education and/or training.
- Relevant experience in a human resource, or related position, preferably in a large and complex organisation.
- Demonstrated ability to manage tasks and deadlines in the context of competing priorities.
- High level of accuracy and attention to detail in performing day-to-day duties.
- Demonstrated ability to use judgement and manage sensitive, confidential issues, deal discreetly with staff and demonstrate respect for colleagues and clients.
- Ability to compose letters and other correspondence to explain policy, procedures and/or decisions/actions taken.
- A strong commitment to the provision of timely and courteous service.
- A willingness to learn new methods and systems of work in a changing environment.
- Demonstrated ability to manage relationships and work effectively with staff, colleagues and management at all levels.
- Demonstrated ability to accept responsibility, work in an autonomous manner and demonstrate initiative.
- High level interpersonal and communication skills with the ability to provide advice, negotiate and liaise in order to achieve desired outcomes.
- Demonstrated knowledge of the University’s policies and procedures, or the ability to rapidly acquire this knowledge.
- Knowledge of HRIS systems (Aurion), Reportal and UQ Jobs (PageUp People) systems or ability to rapidly acquire this knowledge.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.