POSITION DESCRIPTION

Position Title: Superannuation Officer – Human Resources
Organisation Unit: Human Resources Division
Position Number: 1022680
Type of Employment: Fixed term
Classification: HEW Level 4

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences 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 – the UQ Advantage – 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 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-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 four 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, 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 $11 billion+ (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.

Organisational Environment

UQ Human Resources is responsible for enabling achievement of the University’s strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This, in turn, enables University staff to better support our current and future students. Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive and effective solutions and services for all UQ staff.

The key specialist service areas of Human Resources are:

- Client Services
- Workplace Relations
- Workplace Diversity and Inclusion
- Organisational Leadership and Development

Human Resources at UQ operates within a highly devolved environment with Human Resources staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions, supported by HR specialist service teams.

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
DUTY STATEMENT

Primary Purpose of Position

The Superannuation Officer – Human Resources is to provide responsive client service and undertake clerical and administrative tasks associated with the day to day operations of the superannuation arrangements that the University has established for its employees.

This includes interaction with the University’s Aurion Human Resource System and the UniSuper administration system.

Duties

Duties and responsibilities include, but are not limited to the following:

- Process superannuation and salary packaging transactions into the University’s Aurion Human Resource System.
- Ensure that Supergate and Q Super EDC interface reports balance with contribution totals each pay. Submit contribution data files to the relevant superannuation agency.
- Assist with investigation of entries on the SuperGate consistency report and where necessary, update information and ensure that UniSuper closure deadlines are met.
- Process new member information to UniSuper database and update data as required.
- Process UniSuper Defined Benefit Division/Accumulation 2 leavers and also Accumulation 1 leavers – ensuring that relevant data is correct on the UniSuper system prior to the calculation of leaving service benefit entitlements.
- Assist in conducting the annual review of the University’s Supplementary Benefits Scheme. Calculate proposed benefit increases, ensure increases are updated to the Aurion payroll system, monitor expenditure posted to the relevant suspense account, deal with correspondence issues.
- Run a series of in-house reports each pay fortnight and action as required.
- Respond to general enquires/counter enquires/telephone enquiries.
- Undertake journal processing/account interrogations.
- Acquire, maintain and apply a good day to day working knowledge of superannuation legislation and relevant fund requirements.
- Assist with the administration of University salary packaging arrangements.
• Comply with the University’s Code of Conduct (see the University’s web site at http://www.edu.au/staff/employment.

**Occupational Health and Safety**

• Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.

**Reporting**

The Superannuation Officer – Human Resources will report to the Remuneration and Benefits Manager.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• the [University’s Code of Conduct](http://www.edu.au/staff/employment)

• requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](http://www.edu.au/staff/employment) developed by the University or Institute/School

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](http://www.edu.au/staff/employment)

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](http://www.edu.au/staff/employment) developed by the University
SELECTION CRITERIA

Qualifications
Essential

- Completion of an associate diploma level qualification with relevant superannuation, payroll or administrative experience or a certificate level qualification with post-certificate relevant work experience; or
- Completion of an advanced certificate and extensive relevant superannuation/payroll experience and on the job training; or
- An equivalent combination of relevant superannuation/payroll experience and/or education and training.

Knowledge and Skills
Essential

- Knowledge of University policies and superannuation arrangements or the ability to rapidly gain such knowledge
- Ability to prioritise work and meet regular deadlines, with attention to detail
- Ability to compose letters and other correspondence to explain superannuation or salary packaging arrangements or decisions/action taken
- Good oral communication skills, including a professional telephone manner

Desirable

- Demonstrated ability to work under pressure and accommodate conflicting priorities
- Demonstrated ability to accept responsibility, work in an autonomous manner and demonstrate initiative

Experience
Desirable

- Use of Aurion Human Resources System
Personal Qualities
Essential

- Ability to work in a flexible team environment
- Ability to maintain confidentiality
- A strong orientation to the provision of a high level of client service

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.