POSITION DESCRIPTION

Position Title: Human Resources Consultant
Organisation Unit: Faculty of Medicine
Position Number: 3021218
Type of Employment: Part-time, fixed-term 12 months
Classification: HEW Level 7

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](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

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) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. 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](http://www.medicine.uq.edu.au).

Faculty of Medicine Senior Recruitment and Health Partnerships Team

The Faculty of Medicine Senior Recruitment and Health Partnerships Team works as part of the Faculty’s Human Resources Professional Services Team. The Senior Recruitment and Health Partnerships team’s portfolio includes senior academic and strategic recruitment, coordinating the appointment of conjoint and seconded staff through close liaison with the Faculty’s health partners, the appointment of academic title holders and providing support for the Faculty’s Continuing Appointments and Promotions processes. The Team is primarily located on the Herston Campus.
DUTY STATEMENT

Primary Purpose of Position

The Human Resources Consultant provides expert consultancy services including the coordination of end to end recruitment, employment strategies, hiring solutions, on-boarding processes and performance management for senior university staff as well as clinical academics conjointly appointed with or seconded from our health service partners.

The position oversees conjoint and secondment appointments within the Faculty, ensuring that risk is mitigated and agreements with health partners are compliant with the associated governance framework.

Duties

Duties and responsibilities include, but are not limited to:

**Senior Recruitment**
- Lead a team of recruitment-focused HR professionals and coordinate innovative, targeted strategies to attract and recruit the best people.
- In collaboration with relevant academic and professional staff, liaise with health service partners and establish and implement collaborative working practices with respect to conjoint and secondment appointments including joint selection panels and jointly branded recruitment materials.
- Oversee relocation services and on-boarding experiences for senior staff.
- In conjunction with the HR Relationships Manager, review, establish and maintain effective recruitment resources and administrative procedures for the team, in line with wider organisational and legislative requirements.
- Drive continuous business improvements and liaise with HR Business Partners to ensure consistency is maintained in all aspects of recruitment across the Faculty, in alignment with wider University practices.

**Conjoint Appointments and Health Partnerships**
- Oversee conjoint and secondment appointments within the Faculty, ensuring that risk is mitigated and agreements are compliant with the associated governance framework.
- Liaise and maintain strong working relationships with hospital and health services staff to jointly appoint conjoint and secondee staff.
- Provide instructions to, and liaise with the University’s Legal Office, as appropriate, with respect to legal agreements governing conjointly appointed staff and secondees ensuring smooth and compliant on-boarding processes.
- Work in close collaboration with finance staff ensuring sufficient information is shared to facilitate efficient and accurate invoicing for payment and reimbursement for the costs associated with conjoint and secondment appointments.
- Provide solutions focussed advice commensurate with risk regarding the operation of conjoint/secondment positions and compliance with the associated governance framework.
- Support managers through the annual performance appraisal of conjoint and secondment appointees.
**Academic Title Holders (ATH)**
- Oversee ATH engagement from a HR perspective and provide advice on complex matters.
- Oversee the development of resources and systems to support the ATH cohort.

**Continuing Appointments and Promotions**
- Serve as secretary to the Local Confirmation and Promotions Committee and co-ordinate the activities associated with applications for promotion and confirmation of appointment.

**Other Duties**
- Research and analyse human resource capability needs and organisational trends and provide expert HR consultancy services to senior executives, clients and other HR practitioners.
- Develop and manage a range of key internal and external stakeholder relationships and seek feedback from internal clients to ensure service delivery meets operational requirements.
- Lead and role model customer-focused service delivery.

Other duties as required by the HR Relationships Manager or Faculty Executive 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 Relationship Manager, Faculty of Medicine and supervises and leads other HR professionals within the HR Team.
SELECTION CRITERIA

Essential

- Relevant degree with at least four years’ HR/ER experience preferably providing client services in a tertiary education institution or other large organisation, or an equivalent combination of work experience and education/training.
- Demonstrated experience in successfully managing high value, senior recruitment activities including candidate management and on-boarding.
- Demonstrated experience and working knowledge of conjoint and secondment appointment frameworks and associated processes at the University of Queensland.
- Demonstrated knowledge of hospital and health service employment arrangements.
- Demonstrated experience in successfully managing complex ER matters or the ability to acquire such knowledge.
- Experience in effectively managing high volumes of workloads, including conflicting priorities.
- Experience in proof-reading, checking and providing specialist advice on HR matters, preferably in relation to HR outputs and legal/policy compliance.
- Highly developed negotiation, dispute resolution and liaison skills and ability influence.
- Strong orientation to the provision of quality client service, and the ability to work flexibly and respond to changing priorities and client needs in a timely and effective manner.
- Demonstrated knowledge of the employment legislation and current HR trends.
- Willingness to exercise leadership and accept responsibility, and demonstrated experience supervising staff.
- Demonstrated workflow/project management skills.
- Proven capacity to deliver high quality outputs under pressure if required.
- High level of accuracy and attention to detail.
- Effective interpersonal and communication skills (written and verbal).
- Demonstrated ability to exercise initiative, tact, judgement, maintain confidentiality and be innovative within legislative and policy boundaries.
- Flexibility and willingness to work as a member of a team.

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.