POSITION DESCRIPTION

Position Title: Workplace Psychologist, Human Resources
Organisation Unit: Human Resources Services
Position Number: 3014750
Type of Employment: Full-time, continuing
Classification: Hew Level 8

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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
- Organisational Leadership and Development
- Workplace Diversity and Inclusion
- Workplace Relations

Human Resources at UQ operates within a 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 Workplace Psychologist, Human Resources is a specialist position within Human Resources Services, placed within the Workplace Relations Team.

The University’s Workplace Relations area undertakes a range of industrial and employee relations activities and duties including management of organisational change processes; staff performance issues and the procedures for unsatisfactory performance and ill health rehabilitation or termination.

The Workplace Psychologist, Human Resources is responsible for providing specialist advice to the University and its staff about the prevention of illness/injury arising from psychological hazards, expert advice on the occupational management of staff, and the provision of rehabilitation for staff whose ability to carry out their duties is affected by psychological injury or illness, regardless of whether the injury or illness is work-related. On
occasion the role oversees rehabilitation of staff with injuries that are other than psychological injury or illness.

A key focus of the position is early intervention to facilitate the lowest practicable level of psychological workplace injury or illness. In particular, it is to ensure compliance with current safety legislation, standards and codes of practice. As such the position has a dual client focus and the incumbent is expected to be able to work in that environment.

The position also has an educative and promotional function actively promoting initiatives such as Mental Health week and RU OK Day, as well as training in the accredited Mental Health First Aid program.

Duties

Duties and responsibilities include, but are not limited to:

- Carrying a caseload with a focus on cases with a mental health component.
- Providing expert psychological advice to individuals and management on evidence-based, safe work practices with a focus on psychological well-being.
- Providing expert assistance in formulating rehabilitation programs, both compensable and non-compensable, with a focus on mental health issues.
- Providing professional liaison with related external service providers including medical practitioners and the University’s Employee Assistance Provider, and internal providers such as OHS, Organisational Development, Client Services.
- Drafting confidential correspondence for senior management.
- Undertaking workplace reviews, identifying and assessing evidence based psychological stressors and recommending appropriate interventions.
- Providing an educative and promotional function actively promoting initiatives such as the University’s Mental Health Strategy for Staff; Mental Health Week and RU OK Day.
- Being responsible for the coordination, facilitation and delivery of the Mental Health First Aid program.
- Writing and conducting mental health related training programs.
- Formulating and writing relevant University policies, guidelines and procedures.
- Representing the University in training sessions, on committees, sub-committees and working parties.
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
- 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 of 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 Associate Director, Human Resources (Workplace Relations).

SELECTION CRITERIA

Essential

- Degree in Psychology sufficient for full registration as a Psychologist with APHRA and the Australian Psychological Society, and the ability to quickly gain knowledge of government legislation, standards, codes of practice and University policies related to Human Resources and Occupational Health and Safety.
- Ability and significant experience in case-managing complex health and rehabilitation cases in a workplace relations context work with a high level of ethics, integrity, tact, and discretion
- Ability to implement and measure early intervention and prevention strategies for psychosocial workplace risks, and extensive experience in return to work coordination and oversight
- Ability to provide timely and assistive professional advice to University leaders and senior management
- Appreciation of the dual-client environment and the ability to operate accordingly, with the ability to establish work priorities, set realistic goals, work independently and meet deadlines
- Ability to prepare and present policies and reports of a substantial nature, and to design and present psycho-education training
- The ability to work collaboratively with colleagues by using highly developed interpersonal skills, including the ability to (1) communicate effectively by letter, telephone, email and in person and; (2) persuade, consult and negotiate with managers, clients and stakeholders
- Accreditation as a Mental Health First Aid Standard Course Instructor or willingness to undertake the Instructor course at University expense
Desirable

- Previous accreditation with QCOMP or other provider as a Return to Work Coordinator
- Sound knowledge of (or the ability to rapidly acquire) the University’s policies, procedures and documentation related to rehabilitation matters

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to Vanetta Warren, HR Advisor on 07 3346 0403.