Position Description

Title: Executive Officer
HEW Level: HEW 8

Faculty/Office: Human Resources
Position Number: TBA

Department/Team: Director's Office
Date: January 2020

Position Purpose: To provide project, policy and leadership support to the Director, Human Resources and HR Leadership Team.

ORGANISATIONAL CONTEXT
Human Resources provide support and advice to all academic and professional staff relating to the attraction, selection, performance, development and remuneration of the University's workforce. It also oversees the development of its leadership and management and ensures the University complies with relevant workforce legislation.

ORGANISATION CHART

HR Director
- Executive Assistant
  - Deputy HR Director & Head of HR Client Services
  - Manager, Group Payroll
  - Manager, HR Technology & Business Improvement
  - Manager, Employee Relations
    - Manager, Workplace Diversity & Inclusion
    - Co-Managers, Organisational Development
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<thead>
<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>POSITION CONTEXT</th>
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<tbody>
<tr>
<td>• Manage and/or coordinate a portfolio of projects to support the HR Director and inform management decision-making.</td>
<td><strong>Reports to:</strong> HR Director</td>
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<td>• Provide support to the HR Director in writing papers, developing submissions and presentations, including for Executive Group.</td>
<td><strong>Positions Reporting to:</strong> Direct: nil</td>
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<td>• In conjunction with the Executive Officer, VP People &amp; Services, manage and oversee the HR Budget and associated HR Finances.</td>
<td>Indirect: nil</td>
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<tr>
<td>• In conjunction with the Executive Officer, VP People &amp; Services, manage and oversee the HR policy framework including the policy review timetable, policy writing and project management of policy review.</td>
<td><strong>Key Direct Clients:</strong> • HR Director • HR Leadership Team • Executive Managers, Executive Officers and Project Officers within Faculties, Entities and Offices • Other HR staff • Other external contacts</td>
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<td>• Support the HR Director and HR Leadership Team by coordinating HR input for key University activities (e.g. reporting and the department risk profile).</td>
<td><strong>Other Key Relationships:</strong> • Executive Officer to Vice-President, People &amp; Services • HR staff in other Universities • Union representatives</td>
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<td>• Research, analyse and report on HR trends, policies and practices both within and external to the University with the aim of improving HR cross-functionality and service delivery.</td>
<td><strong>Budget Accountability:</strong></td>
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<td>• Analyse and consolidate data, including benchmarking and metrics.</td>
<td><strong>Role-specific Conditions:</strong> • Criminal check</td>
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<td>• Provide secretariat support for key HR committees e.g. the the HR Health &amp; Safety Committee</td>
<td><strong>Scope and autonomy</strong> Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures.</td>
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<td>• Comply with relevant EEO and WHS regulations</td>
<td><strong>Problem solving</strong> Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action. Develops and/or modifies organisation-wide policies.</td>
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<td>• Perform any other duties as required and appropriate for this classification.</td>
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**Reports to:** HR Director

**Positions Reporting to:**
- Direct: nil
- Indirect: nil

**Key Direct Clients:**
- HR Director
- HR Leadership Team
- Executive Managers, Executive Officers and Project Officers within Faculties, Entities and Offices
- Other HR staff
- Other external contacts

**Other Key Relationships:**
- Executive Officer to Vice-President, People & Services
- HR staff in other Universities
- Union representatives

**Budget Accountability:**

**Role-specific Conditions:**
- Criminal check

**Scope and autonomy**
Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures.

**Problem solving**
Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action. Develops and/or modifies organisation-wide policies.
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Change Focus</strong>: Adapting to new situations and dealing with change.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Improvement Focus</strong>: Finding better ways of completing tasks or solving problems.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Influence and Persuasion</strong>: Gaining other people's buy-in and engaging their support.</td>
<td><strong>Interpersonal Savvy</strong>: Recognising and responding appropriately to changing interpersonal situations and contexts.</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Qualification in Human Resources or related field or equivalent experience.
- Computer skills including MS Office and internet.
- Knowledge of HR concepts, policies and practices and how these interact.
- An understanding of governance, policy and procedural frameworks.

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of HR’s functions and structure.
- Knowledge of HR’s policies, systems, processes and procedures.
- Knowledge of University policies, systems, processes and procedures and how to adapt these at the faculty/office level.
- Knowledge of how the University works and how relevant functions across the University interrelate.
- Financial management skills including budget preparation and financial monitoring and reporting.

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Working in HR.
- Writing reports and proposals.
- Building and managing relationships with internal stakeholders.
- Analysing and reporting on data.
- Scoping and coordinating projects.
- Communicating with and influencing across a diverse group of stakeholders.
- Building and managing relationships.
- Developing and revising policies and procedures.