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## Position Description

<b>Position Title:</b>	Human Resources Adviser
<b>Position Classification:</b>	Level 6, Level 7
<b>Faculty/Office:</b>	Human Resources
<b>School/Division:</b>	Human Resources Directorate
<b>Supervisor Title:</b>	Human Resources Business Partner

## Your work area

Human Resources drives the University's people strategy to attract, develop and retain the highest quality people to support the University's goal of being in the world's top 50 University's. We provide a high quality, responsive people management and advisory service.

## Reporting Structure

Reports to: Human Resources Business Partner

## Your role

In conjunction with the HR Business Partner, provide quality human resource advice and expertise to leaders and staff with a primary focus on day to day operational human resource issues.

This role will also contribute to the administration of approved HR policies, development of HR strategy and effective provision of HR administration and support functions and participate in other HR projects such as organisational changes.

## Key responsibilities

Provide HR policy and procedural advice and support to leaders and staff to contribute to the effective provision of HR Services.

Investigate and facilitate the resolution of grievances and workplace issues through providing expert advice to both staff and leaders utilising alternative dispute resolution where appropriate.

Coordinate HR team administration and transaction of projects and initiatives such as organisational changes.

Build capability of leaders and staff in HR systems, policy and processes through advisory, training, and coaching.

Work collaboratively with colleagues in the Centres of Excellence to provide a consistent, high level of HR service including staff appraisals, remuneration, classification and promotion processes.

Identify, recommend and implement improvements to HR practices and workflows, and innovative solutions to problems.

Undertake other duties as directed within field of knowledge and expertise.

## Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

Substantial relevant human resources experience

Demonstrated knowledge and understanding of human resource practices, policies, procedures, systems and administration

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed written and verbal communication skills and liaison skills

Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines

Ability to work independently, solve problems, show initiative and work cohesively within a team environment

Ability to build capability through training and coaching

Commitment to the provision of high quality customer service

## **Special Requirements**

NA

## **Compliance**

### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at

[http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>