



University of
South Australia



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of ADELAIDE

Creating a new *Adelaide University*

Duty Statement

University of Adelaide/University of South Australia

TITLE: Workforce Transition Partner

CLASSIFICATION: HEO7

UNIT: Integration Management Office (IMO)

LAST REVIEWED: July 2024

Broad purpose of position

The Workforce Transition Partner is a key contributor to the transformational journey of Adelaide University, playing an essential role in supporting multiple academic and professional areas as they transition to the new organisational structure. In this role, you will drive and implement the Workforce Transition Strategy, providing expert guidance to align teams with the university's strategic vision.

Working closely with leaders and staff, you will develop role frameworks, manage placements, and support each phase of the transition process, ensuring operational continuity, productivity, and employee engagement. You will make a measurable impact on facilitating a smooth, efficient, and people-centred transition. This is a unique opportunity to make a lasting impact on the future of Adelaide University, championing change and supporting the people who will bring our ambition to life.

Position environment

The University of South Australia (UniSA) and the University of Adelaide (UoA) are working together to advance the planning and preparatory activities required to establish the new *Adelaide University* pursuant to the Adelaide University Act 2023 (SA). The Integration Management Office (IMO) is the vehicle dedicated to guiding the establishment phase (2023-25) and driving implementation towards a target launch date of 1 January 2026, as well as ongoing transformation activities far beyond Day 1.

Reporting relationships and key stakeholders

The Workforce Transition Partner will be located in the IMO and report to the Workforce Transition Manager. This position will work closely with the Workforce Readiness team and staff across both universities.

Other key stakeholders that this position will liaise with includes:

Internal (to the IMO)

- Domain Leads and Alternates
- IMO Leads (University and Deloitte)
- IMO Directors
- Integration Management Office



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External (to the IMO)

- Key University senior staff and their teams
- University of Adelaide / South Australia colleagues
- External contractors and suppliers

Core responsibilities

1. **Conduct workforce modelling, team, and role design.** Working from high level organisational structures provided by the Operating Model Workstream, develop and implement workforce models to support the new organisational structure.
2. **Organisational Chart Development.** Prepare organisational charts reflecting the new structure, ensuring clarity and alignment with strategic goals.
3. **Position Description (PD) Development and Evaluation.** Taking a Job Family Framework approach, conduct role/position impact and cohort analysis utilising role summaries provided by the Operating Model Workstream. This includes developing position descriptions for all *Adelaide University* positions and conducting/facilitating the job evaluation process to ensure appropriate job classification and remuneration.
4. **Placement and Assessment Panels.** Develop and implement placement criteria and assessment methodologies. Organise and facilitate placement and assessment panels and provide training and guidance to panel members to ensure fair and effective evaluation processes.
5. **Assignment.** Manage the assignment processes for transitioning positions. Assess and assign staff for placement into *Adelaide University* positions.
6. **Manage remuneration adjustments** to facilitate harmonisation as required.
7. **Employment Contract Management.** Review and manage Employment Agreements/letters for transitioning staff.
8. **Position Management and Tracking.** Track and manage positions and staff as they transition to *Adelaide University*. Ensure accurate and up-to-date position information is available and ready for upload into the new Human Capital Management system.
9. **Voluntary Redundancy Requests.** Assess voluntary redundancy (VR) requests against criteria for recommendation and decision.
10. **Communication and Intranet Content Management.** Develop and manage communication templates and FAQs. Maintain and update staff intranet content related to the transition. Communicate effectively with all stakeholders.
11. **Outcome Communication.** Communicate outcomes such as transfer of employment to *Adelaide University* (individual letters), placement and assignment to *Adelaide University* positions, appointment to non-executive positions and voluntary redundancy requests.
12. **Work closely with Unit Leaders to support their teams through the transition.** Assist them with communicating changes and transition plans to their teams and provide tailored support to address specific team needs and challenges during the transition.
13. **Establish and maintain productive relationships** with UoA and UniSA staff as well as the IMO to ensure that the strengths of all stakeholders are leveraged in support of shared program outcomes.



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14. **Role model a constructive, one team culture** and demonstrate best practice operational service delivery and continuous improvement in all activities.

Together with the Key Result Areas agreed as part of the performance development plan, the core responsibilities provide the key areas of focus the role will be evaluated against.

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Special requirements

Some out of hours work may be required.

University requirements

Staff must follow and apply the following:

1. Our collective culture is one that welcomes all and embraces diversity, and behaviours are consistent with the respective staff values and behaviours framework.
2. Health Safety and Injury Management
 - Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
 - Report all identified workplace hazards and incidents.
3. Performance Development and Management
 - Participate in the University's Performance Development and Management process.

Selection criteria

Essential

1. Tertiary qualifications in Human Resources, Business Administration, Organisational Development, or a related field and/or equivalent experience in a similar role.
2. Demonstrated experience in workforce planning, organisational development, or a related role.
3. Proven experience in supporting organisational change and workforce transitions.
4. Strong analytical skills with the ability to interpret and use data effectively.
5. High-level interpersonal, written and oral communication skills, including negotiation skills, and the ability to relate to a broad cross section of people.
6. Ability to work collaboratively with cross-functional teams and build strong relationships.
7. Highly developed organisational and project management skills and experience in managing multiple priorities, projects and resources within tight timelines.
8. Ability to maintain confidentiality and handle sensitive information with discretion.
9. Ability to effectively work in situations of ambiguity, with the resilience and persistence needed to deal with issues that cannot be immediately or perfectly resolved.