**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 3 October 2024 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **HR Manager, Projects** |
| **Position Number:** | 00026744 |
| **Classification:** | HEO 9 |
| **Faculty/Division:** | Division of University Operations |
| **School/Branch:** | Human Resources |
| **Reports to (position title):** | Manager, HR Partnering and Advisory |
| **Delegations:** | N/A |
| **Special Conditions:** | * Out of standard work hours may be required * Reasonable workplace adjustments will be made for people with a disability |
| **Significant Working Relationships:** | * Allocated stakeholders * Director, HR Advisory & Workplace Relations * HR Managers * Senior HR Advisors * Manager, Workplace Relations * HR Managers * Senior HR Advisors * HR Branch Centres of Excellence * Unions |

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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching.  The HR Branch is contained within the Division of University Operations and serves a client base of approximately 8,000 staff and 2,700 titleholders, across all campuses of the University.  The aspiration of HR is to partner with the University to enable and support a culture of high engagement, commitment and performance by staff through relevant policies and frameworks; context-specific capability development and coaching; and efficient, timely, consistent and fit for purpose advice and services across the full scope of Human Resources functions.  The HR Advisory and Workplace Relations portfolio groups the HR Service Centre, HR Partnerships, HR Advisory and Workplace Relations, including case management and employment policy, in order to provide a coordinated, effective, responsive and stakeholder-centric service to the University. The HR Advisory and Workplace Relations portfolio supports Enterprise Bargaining, Enterprise Agreement interpretation, and the design and improvement of policy and procedures. Acting as trusted partners, the portfolio supports leaders in a broad range of HR areas including people strategy, workforce planning, capability development, employee relations and performance management. Leveraging both specialist and generalist expertise, the portfolio coaches people leaders to effectively lead and manage their staff and provides advice and support on employee relations, complaint and case management and major change processes. In addition, the HR Advisory portfolio assists staff who require support and information regarding their employment with the University.  Reporting to the Manager, HR Partnering and Advisory, the HR Manager, Projects will use a high degree of independent judgement to develop, lead and deliver key projects within HR Partnerships and Advisory. Working under broad direction with a considerable degree of autonomy, the role will identify, deliver and report upon best practice, stakeholder-centric, responsive and effective HR partnering and advisory practices across the University. This role will support the leadership of the team and act as a dedicated 2IC to the Manager, HR Partnerships & Advisory.  The HR Manager, Projects will play a key role in the backfill of the HR Manager role (and in limited instances the Senior HR Advisor role) with faculty and divisions, to ensure the delivery of consistent and effective partnership and advisory services to stakeholders. This includes responsibility for providing expert, practical and timely Human Resources and Industrial Relations advice regarding the University’s enterprise agreement, employment policies, change and case management. The HR Manager, Projects will partner with Centres of Excellence across the HR Branch to leverage specialist skill sets, including Organisational Performance and Talent Acquisition. |

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| **KEY RESPONSIBILITIES** | |
| HR Service Excellence | * Build positive working relationships with stakeholders and develop an understanding of the operational and strategic priorities of the HR branch and allocated faculty or division/s. * Act as a trusted partner in the delivery of an effective, coordinated, and responsive HR services. * In conjunction with the Manager, HR Partnering and Advisory and HR Managers, identify and deliver best practice, stakeholder-centric and consistent HR partnering and advisory practices across the University. * Broker advice from specialist HR teams (Centres of Excellence) to address complex stakeholder needs in a timely manner. * Backfill the HRM role (and in limited instances the Senior HR Advisor role) during periods of leave to ensure consistent service delivery across faculties and divisions |
| Leadership | * Support the Manager, HR Partnering and Advisory, to coach the team to ensure high quality, accurate and consistent advice across the University * Develop and foster a high-performance team culture, role modelling and actively promoting the organisational values of integrity, respect, collegiality, excellence and discovery, and the associated behavioural expectations. * Actively engage in HR Manager, HR Advisory, HR Branch Leadership and HR Branch meetings. * Drive, role model and celebrate a culture of service excellence within the team. * Promote HSW wellbeing initiatives including EAP to leaders and staff. * Lead the HR Partnerships and Advisory team during the absence of the Manager, HR Partnerships and Advisory. |
| Innovation and Projects | * Support the Manager, HR Partnering and Advisory in the development and delivery of key service improvement initiatives and implementation of data driven success metrics. * Develop, lead and deliver key projects within HR Partnerships and Advisory * Contribute to the development and review of HR policy including involvement in reference groups. * Maintain knowledge on HR issues and legislation, identify emerging trends and best practice HR. * Maintain awareness of the Higher Education sector to identify emerging trends, share knowledge and enable a shift towards best practice HR within a University context. |
| Strategic HR Partnering | * Support the implementation of Organisational Performance initiatives and frameworks, including workforce planning, talent management and succession planning initiatives. * Contribute SME perspective to development and delivery of specific manager professional development programs. * Undertake exit and on boarding interviews as requested via survey tool. * Act as a trusted partner to Leaders, driving improved performance by identifying trends, developing insights, undertaking analysis, and providing metrics on key people matters to enable evidence based Executive decision-making. * Support leadership through coordination of initiatives to build an inclusive and high-performance culture. * Support leaders roll out and embed the Staff Values and Behaviour Framework at a local level. * Delivery of responsive, outcome-oriented support for talent identification, on-boarding and capability development. * Provide a central point for the portfolio to access specialist OD services. * Provide advice on the University Staff Awards nomination process, SSP and Academic promotions application and assessment procedures. * Provide advice on the Induction framework, the induction process and supporting resources. |
| Provision of HR Advice | * Provide expert advice and support on performance management, contract options, probation, separations and flexible work options to people leaders and staff. * Provide timely, consistent, specialist HR advice with respect to the Enterprise Agreement, HR policies and procedures, guidelines, employment legislation and relevant industry practice to people leaders and staff. * In conjunction with the Workplace Relations team provide employee relations advice to stakeholders. * Coach people leaders in effective strategies for managing staff including in respect of probation, conduct, performance management, development, work arrangements and leaving the University * Provide advice on the classification, reclassification and drafting of position descriptions * Contribute to review of Enterprise Agreement in readiness to prepare for bargaining * Provide advice about major change processes and redundancy requirements under the Enterprise Agreement. |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * Ensure a safe work environment and compliance with University HS&W policies and legislation. * Ensure effective people management of direct reports to enable the team to deliver the business outcomes effectively and efficiently as practicable. * Positively engage direct reports in the Planning, Development and Review process, and identify opportunities for staff to promote continuous improvement through professional development and project opportunities. |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**  Essential   1. Highly developed interpersonal and relationship management skills in order to liaise, consult, negotiate and influence a wide range of people at all levels within a complex organisation. 2. Excellent verbal and written communication skills with proven experience in the development of submissions/proposals to senior leaders. 3. Proven experience in the ability to independently lead and deliver HR projects and initiatives 4. Demonstrated knowledge and experience in effectively coaching leaders and supporting workforce planning and OD initiatives. 5. Proven experience providing timely and expert HR policy advice to staff and managers, including interpretation of Enterprise Agreements, change activity and HR policies and procedures. 6. Demonstrated ability to work with confidence, empathy and sound judgement in interactions and in the provision of advice. 7. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.   Desirable   1. HR experience within the Higher Education industry.   **Qualification/s:**   1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; OR 2. Extensive experience and management expertise; OR 3. An equivalent combination of relevant experience and/or education or training. |