**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 09/05/2022 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **Human Resources Officer** |
| **Position Number:** | 00020101 |
| **Classification:** | HEO5 |
| **Faculty/Division:** | Division of University Operations |
| **School/Branch:** | Human Resources |
| **Reports to (position title):** | HR Operations and Employment Team Leader |
| **Delegations:** | N/A |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability |
| **Significant Working Relationships:** | * Faculty and Division based administrative teams * HR Managers * Remuneration Centre of Excellence * Immigration & Mobility Centre of Excellence * Talent Acquisition Team * HR Service Centre * HR Advisory Team * School Business Managers |

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| **POSITION SUMMARY** |
| 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 Services portfolio consists of a Talent Acquisition team, a HR Shared Services team and two centres of excellence focused on Remuneration and Immigration & Mobility. The HR Shared Services team is responsible for all HR operational activities from appointment and onboarding through until offboarding and separations. The team is responsible for managing the development and enhancements of the HR Systems in collaboration with ITDS, in line with the Technology Plan. The Shared Services team comprises of Payroll, HR Operations and Compliance Support.  The HR Operations team provides University wide HR Services including the issuing of compliant employment offers and contracts, coordination of casual engagements, coordination of titleholder engagements and renewals, administration of Scholarships and employee lifecycle processing. The HR operations team is responsible for the streamlined delivery of Faculty / Divisional based HR services. Compliance support is provided across HR Services and the wider HR function to develop and support ongoing processes in response to audit, Enterprise Agreement and legislative and regulatory requirements.  Working under general direction the HR Officer will be responsible for the provision of HR operational services including the coordination of end-to-end employment contractual arrangements for fixed term, continuing and casual staff; the delivery of Faculty based academic administrative processes and supporting hiring managers for contract renewals and direct appointments. This role will provide advice and support on HR processes, interpretation of relevant policies and procedures, and the application of the Enterprise Agreement where it relates to HR operational processes. The HR Officer will also manage HR records within the core HR System ensuring high levels of data integrity and contribute to the review and development of HR Systems and business processes. |

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| **KEY RESPONSIBILITIES** | |
| HR Operational Services | * Manage the timely generation, issuing and processing of new, amended and subsequent contracts and other employment related documentation ensuring compliance with the Enterprise Agreement. * Directly support hiring managers for contract renewals and direct appointments via CRAFT, PageUp and AppoINT including the establishment of Memorandum of Understanding (MoUs). * System administration and employee notification for probation, secondments, reclassifications, and other employee lifecycle activities. * Management of employee records within the HR Information System (HRIS) ensuring data integrity through timely reviews, audits and compliance checking processes. * Administer Adelaide Education Academy membership through the processing of education specialist contracts. * Manage academic administrative processes including casual engagements, titleholder administration & supporting Special Studies Program (SSP). * Monitor and implement compliance processes and reviews to ensure legislative requirements are met, such as vIsa renewals, working with children checks and certifications. * In liaison with Planning & Analytics, disseminate HR reports and data analytics as required. * Manage and monitor all HR eforms from initiation to integration. * Create files and register documents through the records management system in accordance with University policy and procedures. * Maintain procedures, checklists and associated work instructions. |
| HR Service Delivery and Culture | * Develop and maintain effective working relationships across the Faculty and/or Division. * Respond to enquiries and provide advice in relation to HR operational matters. * Maintain effective professional relationships with Faculty administrative functions, the HR Branch and across the University. * Maintain up-to-date knowledge on the HR Systems, policies and procedures. * Apply expertise in a particular set of rules or regulations to provide advice. * Respond to enquiries referred by the HR Service Centre and/or from local area. |
| Business Process Improvement | * Adopt lean management methodology in continually improving HR operations processes. * Participate in the review and development of HR systems and business processes. * Actively support the implementation of HR projects including promotion across the University to ensure compliance with relevant legislation, HR policies and processes. * Participate in / contribute to relevant committees, working groups and steering groups and undertake follow up actions |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A |

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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. Demonstrated ability to apply work independently, apply sound judgement and problem solving in the application of HR policies, procedures, guidelines and systems. 2. Extensive knowledge of HR practices and HRIS systems including experience in providing HR operational services and support in a complex environment. 3. Demonstrated experience communicating both verbally and in writing in a succinct, professional and responsive manner to deliver client centric results. 4. Proven ability to influence outcomes in the delivery of procedurally compliant services. 5. Demonstrated ability to work effectively and to pre-determined timelines. 6. Demonstrated ability to deal with confidential and sensitive matters. 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. Understanding of lean management, 6 sigma and/or experience in process improvement methodology. 2. Knowledge and understanding of the tertiary sector.   **Qualification/s:**   * Completion of a degree or an advanced diploma qualification with at least one (1) years subsequent relevant work experience; or * Completion of a diploma qualification with at least two (2) years subsequent relevant work experience; or * An equivalent combination of relevant experience and/or education/training. |