**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch | 20 April 2023 |

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| **POSITION DETAILS** |  |
| **Position Title:** | **HR Advisory & Workplace Relations Officer** |
| **Position Number:** | 11633 |
| **Classification:** | HEO5 |
| **Faculty/Division:** | Division of University Operations  |
| **School/Branch:** | Human Resources  |
| **Reports to (position title):** | Director, HR Advisory & Workplace Relations  |
| **Delegations:** | N/A |
| **Special Conditions:** | * Out of standard work hours may be required
* Travel to and between Adelaide-based University campuses may be required
* Reasonable workplace adjustments will be made for people with a disability
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| **Significant Working Relationships:** | * Manager, Workplace Relations
* Manager, HR Partnerships and Advisory
* HR Service Centre Team Leader
* Employer Associations
* 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, HRM 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 assist staff who require support and information regarding their employment with the University. Working under general direction, the HR Advisory & Workplace Relations Officer supports the provision of HR and workplace relations advice, policies, and processes within the University. The HR Advisory & Workplace Relations Officer provides general administrative, reporting and record keeping support to the Director, HR Advisory & Workplace Relations and portfolio leads. The role additionally provides support to HR Advisory, HR Service Centre and Workplace Relations teams and contributes to portfolio projects and service improvement initiatives.  |

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| **KEY RESPONSIBILITIES** |
| Administrative Support and Reporting  | * Provide administrative and diary management support to the Director, HR Advisory & Workplace Relations, and portfolio leaders as required.
* Support the preparation and distribution of confidential papers and reports, and management of follow up actions arising from JCC and P&C committees.
* Assist in the development and maintenance of communication, fact sheets, templates, and tools to support HRA & WR processes and service delivery.
* Support the ongoing development and delivery of HR metrics reporting
* Support the delivery of accurate record keeping.
* Coordinate and support staff member induction, training, and team activities.
* Assist in the development and maintenance of communication, fact sheets, templates, and tools to support HRA & WR processes and service delivery.
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| HR Advisory Support  | * Provide phone and email query management support in the HR Service Centre during peak periods and to cover team member leave.
* Assist the HR Advisory team in the provision of HR advice and interpretation and provide support to areas during peak periods and team member leave.
* Support position description review, development, and classification process.
* Maintain up to date knowledge about the University’s HR systems, policies, procedures, and guidelines.
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| Workplace Relations Support | * Support the Workplace Relations team manage matters, conduct research and analysis.
* Support the review and development of HR policies and procedures, including benchmarking activity.
* Support the WR processes under the EA including internal reviews, reclassifications and direct appointments.
* Assist Enterprise Bargaining projects and processes as required.
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| HR Projects/ Service Improvements  | * Contribute to and support HRA & WR projects, including project management.
* Assist in service delivery workflow mapping and process development.
* Support the development of frameworks and service improvement initiatives
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| Other reasonable duties commensurate with classification level. |

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

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| **CAPABILITIES AND BEHAVIOURS** |
| The Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify those capabilities and behaviours 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:**1. Demonstrated experience in providing confidential, HR administrative support, including calendar management and the preparation of papers and reports.
2. Experience in providing standard HR advice and being able to interpret policy, legislation and industrial instruments.
3. Excellent attention to detail and the ability to ability to communicate (verbally and in writing) in a succinct, professional, and responsive manner.
4. Experience contributing to HR projects and/or process improvement initiatives.
5. Experience undertaking multiple tasks with competing deadlines and applying effective problem-solving skills.
6. Experience in the use of HR systems and software applications, including competency across the Microsoft Office suite.
7. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behavioural expectations.

Desirable1. HR experience within the Higher Education industry

**Qualification/s:*** Completion of a diploma level HR qualification with relevant work-related experience; or
* An equivalent combination of relevant experience and/or education/training.
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