Creating a new *Adelaide University*

Duty Statement

University of Adelaide/University of South Australia

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| TITLE: Project Officer: Enterprise Bargaining |
| CLASSIFICATION: HEO6 |
| UNIT: Integration Management Office (IMO) |
| LAST REVIEWED: August 2024 |

Broad purpose of position

The Project Officer: Enterprise Bargaining supports a diverse range of duties in support of the leadership and delivery of IR strategies to enable the creation of, and transition to, the new Adelaide University.

As a key member of the People and Culture Domain, the Project Officer: Enterprise Bargaining works closely with the Project Lead: Enterprise Bargaining and the Enterprise Bargaining Project team to support the design and development of strategies, frameworks, and advice as part of the broader Workforce Readiness Sub Critical Path (SCP) Project.

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

This incumbent will remain employed with their substantive institution and will be located in the Adelaide CBD. The role will report to the Project Lead: Enterprise Bargaining and work closely with Enterprise Bargaining Project team.

Other key stakeholders that this position will liaise with includes:

**Internal** (to the IMO)

* Integration Management Office including Deloitte as the Integration Management Partner
* Domain Leads

**External** (to the IMO)

* UniSA/UoA colleagues
* External service provides i.e. Mercer, AHEIA, legal firms etc
* Unions

Core responsibilities

* Coordinate a broad range of projects including reviewing project proposals, work plans, tracking and reporting on project tasks, milestones and deliverables.
* Prepare quality internal and external communications around project activities to ensure all project news and outcomes are shared with key stakeholders.
* Provide Executive Officer support to Enterprise Agreement negotiations and working groups, which will include the coordination of agendas, attendee liaison, preparation and distribution of papers, taking minutes and actions, and production of associated inputs and output materials.
* Prepare and edit high-quality correspondence, presentations, papers, business cases, documents and reports.
* Maintain a project issue/risk register with oversight from the Project Lead: Enterprise Bargaining.
* Extract, compile and analyse relevant data from University systems and external sources to contribute to planning and review processes and use data visualisation tools and techniques to present complex data sets and analyses in a meaningful and impactful way.
* Coordinate events (seminars, workshops etc) which may include room bookings, catering and travel arrangements.
* Support the Project Lead: Enterprise Bargaining and Enterprise Bargaining Project team with core business activities, including governance, reporting, and strategic planning relating to the delivery and operationalisation of the Enterprise Bargaining and other IR Projects.

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/ industrial or employment relations/ business management or a related discipline with subsequent relevant experience; or an equivalent combination of experience and/or education and/or training.
2. Demonstrated experience and knowledge of project management approaches, tools, project lifecycle phases and a proven track record in adapting and responding to emerging and competing priorities through effective organisational skills.
3. Demonstrated ability to produce quality communications and correspondence to a range of stakeholders.
4. Ability to develop a broad range of documentation including presentations and reports with a high level of attention to detail.
5. High-level administrative skills including experience providing Executive Officer support to working groups and committees.
6. Developed analytical, evaluative, and objective critical thinking skills and the ability to effectively summarise and present information.
7. Strong interpersonal and communication skills and the ability to influence and work effectively with a wide range of stakeholders in a complex environment.