**Position Title:** Human Resources Officer  
**Classification:** ANU Officer Grade 5 (Administration)

**PURPOSE STATEMENT**
The Human Resources team within Science Administration aligns its work with the University’s strategic priorities as a national institution committed to excellence in research, education and contribution to public policy development. Working to support the objectives of the ANU College of Science, members of the team integrate values of leadership, innovation, collaboration, adaptability, resilience, respect and inclusiveness, and accountability into their actions and the management of their relationships with staff and students within the College, across ANU, and into the national and international community.

The Human Resources (HR) Officer provides high quality HR support to stakeholders, contributing to the efficient and effective delivery of HR services through timely advice and assistance on a wide range of generalist human resources matters.

**KEY ACCOUNTABILITY AREAS**

**Position Dimension & Relationships:**
The HR Officer works closely with the other members of the HR team and with HR practitioners in the Human Resources Division (HRD), liaising with and providing quality HR advice and service to a wide variety of staff and visitors. The HR Officer is responsible for the provision of day-to-day generalist HR advice and services, ensuring data accuracy and integrity and timely escalation of more complex human resources aspects to the relevant team members.

**Role Statement:**
Under general direction, the HR Officer will:

1. Act as the first point of contact for general HR enquiries, managing the flow of incoming and outgoing written correspondence and phone calls and providing accurate advice on the application of and ensuring compliance with the University’s Enterprise Agreement, as well as other HR policies and procedures and escalating more complex enquiries when needed.

2. Provide high quality HR support for operational aspects such as the recruitment and selection of staff, induction, remuneration and employment conditions, including committee support, where needed.

3. Process payroll media and HR documentation related to the employment cycle in a timely matter, including offer letters and cessations, payment and employment-related forms.

4. Ensure the maintenance of accurate HR management system data, running routine reports, actioning items and conducting data integrity checks, as needed, and ensuring accurate record keeping using Electronic Records Management System (ERMS).

5. Assist with the implementation and roll-out of various local or University-wide HR projects, providing timely and high-quality support.
6. Liaise with and build networks within the campus HR community, developing a broad base of HR generalist skills, and actively participate in the continuous improvement of the HR processes and quality service delivery.

7. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

8. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

**SELECTION CRITERIA**

1. Demonstrated experience in a HR generalist role or an equivalent combination of relevant experience and education/training. AHRI membership or eligibility for membership will be highly regarded.

2. Sound knowledge of and interest in contemporary HR practices, including the ability to interpret and apply policies and procedures related to employment matters.

3. Demonstrated high level customer service and effective communication skills and an ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment.

4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high quality outcomes.

5. Demonstrated experience using HR information systems including the ability to generate complex reports and demonstrated skills using the MSOffice suite, in particular Excel and Outlook.

6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.*

**References:** [Professional Staff Classification Descriptors](#)