Position Description

College/Division: Division of Shared Services
Faculty/School/Centre: People Stream
Position Title: Associate Director, Shared Services (People)
Classification: Senior Manager 2
Position No: New
Responsible to: Deputy Director, Shared Services
Number of positions that report to this role: 4
Delegation(s) Assigned: D6

PURPOSE STATEMENT:
The Associate Director, Shared Services (People) is responsible for the leadership and management of human resource related services including HR Operations, Remuneration and Conditions, HR Systems, and the Provisioning teams. This position is ultimately responsible for the provision of high quality advice and services and best practice leadership on operational human resources matters such as recruitment, remuneration and employment issues, superannuation and taxation matters, on boarding and off boarding and HR Information Systems to facilitate the University's goals in research and education.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The position reports to the Deputy Director, Shared Services and works in partnership with the People & Culture Division, Shared Services Stream Leaders and College/Divisional HR Practitioners to deliver a high quality service of HR operations to all areas across the University.

Role Statement:
Under broad direction of the Deputy Director, the position will:

- Manage a team of experts who provide high-level advice and outcomes in the areas of recruitment, search, selection, visa, migration and provisioning activities to assist in the achievement of University objectives.
- Manage a team of experts who a high quality, efficient and authoritative payroll and related services including strategic and operational advice on payroll, superannuation and personal taxation issues and improved HR information systems
- Collaborate with the People and Culture Division in designing and implementing strategies to support improved recruitment across the University.
- Liaison with specialist service providers and external agencies, including ATO, Unisuper, providers of staff benefits including salary packaging and health insurance providers, and Department of Immigration.
- High quality, authoritative, accurate and timely reports to relevant stakeholders.
- Collaborate with the People and Culture Division to develop new HR policies and better practice human resources strategies
- Contributing to the effective management and service improvement of the Division and the University more generally, including modelling good behaviours.
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling

See the classification descriptors for general staff.

Schedule 5 - General staff classification descriptors - Human Resources - ANU
For assistance please contact HR Division Ph. 6125 3346
**SELECTION CRITERIA:**

1. Postgraduate qualification (or equivalent) in a relevant discipline related to human resources management with relevant experience and proven expertise in the management of significant human and material resources or an equivalent combination of experience and training. Membership of the Australian Human Resources Institute and/or other relevant professional association is highly desirable.

2. Sound judgement and a proven ability to provide leadership in a large, complex organisation and to manage a team to successfully deliver exceptional client service.

3. An extensive knowledge and understanding of contemporary human resources management, and in particular recruitment, remuneration, superannuation and taxation activities.

4. Demonstrated ability to think and act strategically in the development and implementation of innovative better practice and human focused initiatives within a large, complex organisational environment.

5. Highly developed problem solving, consulting, interpersonal, report writing, time management and project management skills.

6. Ability to supervise staff and effectively manage resources.

7. A demonstrated high level of achievement in relation to incorporation of EO principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.

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:**

- General Staff Classification Descriptors
- Academic Minimum Standards