



Position Description

College/Division:	Services Portfolio
Faculty/School/Centre:	Division of Shared Services
Department/Unit:	HR Systems
Position Title:	HR Systems Support Assistant
Classification:	ANU Officer 4 (Administration)
Position No:	33255
Responsible to:	Team Leader, HR Systems
Number of positions that report to this role:	-
Delegation(s) Assigned:	-

PURPOSE STATEMENT:

The Division of Shared Services was created to meet the day-to-day needs of our staff, enabling a focus on the delivery of the University's teaching and research. The Division is collaborative, will deliver continuous improvement and has an unrelenting focus on the client experience. The Human Resources Management System (HRMS) and Recruitment system are managed within the People Stream in the Division of Shared Services. The HR Systems team are responsible for the analysis and translation of business requirements to produce optimal business and IT solutions that support the HR function of The University in accordance with agreed project and work plans. The HR System Support Officer under broad direction of the Senior Consultant, HR Systems will provide a high level of client focussed support for the HRMS and Recruitment system, as well as other systems that support the HR function.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The HR Systems team provides services to all areas of the University, and liaises with staff in Colleges and Divisions. The position also works in co-operation with technical staff from the Information Technology Services Division (ITS) and Student Business Services.

Role Statement:

- Attend to general HR system enquiries as directed, providing support on the use of ANU's HR systems and escalating complex enquiries to the appropriate HR team members
- Assist in the creation and review of HR documentation related to system processes in a timely manner
- Assist with running regular HR system reports and maintaining data integrity within internal HR systems
- Liaise with and build networks within the campus HR community, developing own HR generalist skills, and actively participate in the continuous improvement of the HR processes and quality service delivery
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity
- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling

[classification descriptors for professional staff](#)

SELECTION CRITERIA:

1. Demonstrated experience in an administrative role and a keen interest in Human Resource Systems. Qualifications and/ or relevant training will be highly regarded.
2. Demonstrated customer service skills with an ability to liaise effectively with stakeholders in a culturally diverse environment and to communicate effectively both verbally and in writing.
3. Demonstrated organisational skills and attention to detail with an ability to prioritise own workload and to work both independently on routine tasks and as part of a team, escalating issues when needed.
4. Proficient computer skills with demonstrated experience using the MSOffice suite. Previous experience with HR information systems will be highly regarded.
5. 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.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Services Portfolio	Dept/School/Section	Division of Shared Services
Position Title	HR Systems Support Assistant	Classification	ANU Officer 4 (Administration)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		