



Position Description

College/Division:	People and Culture Division
Department/Unit:	Business Partnering
Position Title:	Human Resources Adviser
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	TBC
Responsible to:	Manager, Human Resources
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The People and Culture Division aims to support the University in providing the best people solutions and staff experience to enable the University to achieve its vision and purpose. The four key portfolios within the Division are Strategy and Planning, Safety and Wellbeing, Business Partnering, and Talent and Capability.

The Business Partnering team support leaders and staff to proactively identify human resources strategies that align to and support the overall strategic and operational goals of the University. The Business Partnering team are strategic partners with a focus on workforce planning, workplace relations, learning and development, organisational development and implementing HR initiatives to drive organisational success.

The Human Resources (HR) Adviser, contributes to the efficient and effective delivery of generalist HR services to the stakeholders across the University. The position provides HR advice and support across the full employment life cycle (workforce planning, recruitment, on-boarding, off-boarding, and overall employee relations support) whilst ensuring compliance with the University Enterprise Agreement, associated policies, procedures and current legislation.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The HR Adviser reports to the Manager, HR Business Partnering, and works closely with the members of the HR Business Partnering team and HR practitioners from across the University, along with specialists from the People and Culture Division. The position works collaboratively with a range of stakeholders, including senior stakeholders, supervisors and both academic and professional staff across a wide range of HR matters.

Role Statement:

Under broad direction, the HR Adviser will:

1. Coordinate HR operations and provide high level and, at times, complex advice and services on all HR generalist matters, such as: job design and resourcing; staff recruitment, selection and appointment; onboarding and induction; remuneration and conditions; performance and development; and early intervention case management. This includes drafting various documentation and correspondence with staff, ensuring compliance with the University's Enterprise Agreement and associated policies, procedures and current legislation.
2. Proactively liaise with clients to build relationships, and coordinate the provision of periodic and ad-hoc HR reports, ensuring data is accurate, and undertaking thorough investigative action when needed, analysing data and presenting it with insightful recommendations and/or solutions.

3. Contribute to new initiatives and provide input to develop and improve HR practices and processes, with a commitment to continuous improvement and best practice in HR management.
4. Assist in the coordination of various local and University-wide HR initiatives, ensuring timely and high quality delivery and in the mentoring and development of junior team members.
5. Provide high level committee support to various committees such as academic conversion, promotion or selection committees, preparing documentation, correspondence and briefing notes, as required.
6. Establish and maintain effective relationships with stakeholders within the relevant area, with colleagues within the People and Culture Division, and, where required, with external organisations in relation to HR matters.
7. 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.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. 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. Degree in a relevant field with demonstrated experience in a HR generalist role in a complex organisation or an equivalent combination of relevant experience and/ or qualifications. AHRI membership or eligibility for membership will be highly regarded.
2. Sound knowledge of and demonstrated experience with contemporary HR practices with the proven ability to interpret and make recommendations in line with HR policies, procedures and relevant legislation
3. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
4. Proven organisational skills and ability to adapt to changing priorities and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
5. Demonstrated high level interpersonal skills which support effective business partnering including an ability to liaise effectively with stakeholders in a culturally diverse environment, promoting a positive culture of collaboration, inclusiveness, respect and resilience.
6. Highly developed computer skills, including experience with online HR information systems. Advanced skills in Excel will be highly regarded.
7. 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:	

 Australian National University	<h1>Pre-Employment Work Environment Report</h1>
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Position Details

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Position Title	Human Resources Adviser	Classification	ANU6/7
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 forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- 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 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:		