POSITION DESCRIPTION

Human Resources Officer

<table>
<thead>
<tr>
<th>Position Level</th>
<th>5/6</th>
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<tbody>
<tr>
<td>Faculty/Division</td>
<td>UNSW Canberra (ADFA)</td>
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<tr>
<td>Position Number</td>
<td>Multiple</td>
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<td>Original document creation</td>
<td>13/11/2020</td>
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OVERVIEW OF RELEVANT AREA

UNSW Canberra delivers university services at the Australian Defence Force Academy under the unique partnership between the Department of Defence and UNSW.

UNSW Canberra is a leader in military education and research and the only military focused university college of this type globally with more than 2000 students, and 400 academic and professional staff. UNSW Canberra offers a diverse suite of degree programs at undergraduate, postgraduate, coursework and research levels, including specialised courses for Defence personnel and associated industry, including range of executive programs.

The Human Resources (HR) Unit delivers strategic and operational HR support to all staff at UNSW Canberra. This includes the development and implementation of policies, frameworks and tools to support all aspects of the employee lifecycle including recruitment, on-boarding, organisational development, well-being and career planning.

Position Summary

The Human Resources Officer is part of the Human Resources team and is responsible for the delivery of generalist HR services and transactional support to UNSW Canberra. The position supports the interpretation, implementation and administration of the University’s HR policies and procedures at the faculty level in accordance with the requirements of the client group. The position also supports compliance requirements under the Defence Contract.

The Human Resources Officer reports to the Deputy HR Business Partner. This position has no direct reports.
accountabilities

Specific accountabilities for this role include:

At Level 5

- Administration of documentation related to the staff life cycle (entry through to exit) including but not limited to the accurate and timely preparation of offers, variations, fixed-term contract reviews and terminations, position evaluations etc.
- Provide high quality proactive customer service, delivering accurate and consistent advice at all times, referring matters to more senior HR staff and HR specialist teams as appropriate.
- Undertake duties associated with end to end recruitment activities.
- Conduct HR reporting for Defence contract compliance and HR matters for UNSW Canberra (e.g. probation, broadband progression, fixed term contracts, Academic Visitors, and employment visas).
- Review, action and draft correspondence across a range of HR matters (e.g. Academic Visitor Applications, Annual Leave Management).
- Develop and maintain filing systems, spreadsheets, databases, and other administrative systems.
- Actively contribute to UNSW Canberra HR Team Projects.
- Undertake other duties as directed by the HRBP or Deputy and make a positive contribution to the HR Business Partnering Team through project work, meetings, and other activities.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

At Level 6 – in addition to Level 5 above

- Provide professional and accurate advice and assistance on more complex issues to clients and independently coordinate advice from the HRBP and HR specialist areas as required.
- Obtain, analyse and prepare complex statistical data and other information.
- Set priorities and monitor workflows and systems with an assigned area of responsibility.
- Work independently as appropriate assisting clients with HR matters (in collaboration and as directed by HRBP or Deputy).

Skills and Experience

At level 5

- Relevant tertiary qualifications and subsequent experience in a human resources environment.
- Sound understanding of contemporary HR practice, and experience in interpreting and applying relevant legislation, regulations, policies and procedures.
- Ability to accurately draft and prepare HR related documentation.
- Excellent interpersonal skills with the ability to develop positive relationships with clients at all levels and work effectively in a team environment.
- Demonstrated skills in using office software including email, word processing, spreadsheets and experience in using computerised HR systems, including data review and general reporting.
• Ability to manage workflow independently within a high volume environment, meeting deadlines while maintaining accuracy
• Ability to use judgment and discretion and seek advice and assistance from senior/specialist staff as required.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

At Level 6 – In addition to Level 5 above
• A relevant degree with subsequent experience in a human resources role.
• Proven ability to apply knowledge and experience to analyse and resolve complex and sensitive HR issues efficiently and effectively.
• Excellent communication ability, including the ability to effectively communicate both on technical and non-technical levels, the ability to negotiate and communicate with influence.
• High level data gathering, analysis and reporting skills.

Progression Criteria
Progression to a higher level within a broad banded position is not automatic and requires support of the supervisor and approval by Senior Management.

The following is required before progression can be approved;
• The incumbent will be expected to have reached the top step of Level 5 prior to progression to Level 6, and
• The incumbent will be expected to have been at the top step of Level 5 for 12 months prior to progression to Level 6;
• Criteria for progression to Level 6 will be based on satisfactory performance of all responsibilities and behaviours at Level 5, and a demonstrated capacity and ability to take on the responsibilities and behaviours of the position at Level 6, and
• Work at Level 6 is available and required by the work unit on an ongoing basis.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.