POSITION DESCRIPTION

HR Quality and Compliance Consultant

Position Summary

The HR Quality and Compliance Consultant plays an important role in ensuring the university meets its compliance obligations in relation to HR systems and processes, policies, and legislative requirements.

The position will be responsible for developing and implementing HR compliance strategies across the university.

A key component of the role will be to collaborate with all areas of HR and other relevant functional areas of UNSW to drive the development of fit for purpose processes, tools, and practices which support the implementation of HR Quality and Compliance initiatives. It will lead the development of training programs to embed compliance practices and processes across UNSW.

The HR Quality and Compliance Consultant reports to the Head of HR Quality and Compliance.

Accountabilities

Specific accountabilities for this role include:

- Drive the development and implementation of HR compliance strategies and initiatives, to ensure UNSW meets its obligations with applicable regulations and legislation.
- Utilise data and information to identify and respond to HR-related risks; including developing and implementing continuous assurance measures to actively monitor controls.
- Build and foster effective working relationships with the Employee Relations, HR Business Partnering, Remuneration and Benefits teams and UNSW management across all Faculties and Divisions to ensure ongoing compliance.
- Work closely with the Workforce Analytics & Reporting team to develop relevant reporting requirements and embed these into BAU.
• Lead continuous improvement activities in relation to HR processes, working with key stakeholders to drive improvements.

• Provide specialist advice and guidance to HR and other functional areas on compliance and relevant policy interpretation and implementation to ensure risks are identified and managed.

• Design and coordinate the delivery of a suite of training programs for employees, managers and the HR team related to HR compliance, policies and procedures designed to mitigate compliance risks and embed controls to manage those compliance risks.

• Coordinate and drive the ongoing review and continuous improvement of HR policies, procedures and guidelines in line with UNSW governance processes and regulatory obligations; creating a culture of continuous improvement and embedded best practice in relation to HR compliance.

• Support the Head of HR Quality and Compliance and Program Lead (Program Pheonix) in engaging with external regulatory bodies, including but not limited to the Fair Work Ombudsman and the NSW Audit Office.

• Oversee the monitoring and review process to ensure compliance and recommend improvements to address any identified issues.

• Contribute to or lead the delivery of HR projects, managing project teams as required and delivering project outcomes.

• Develop strong working relationships with key stakeholders across the university to drive HR compliance strategies.

• Actively monitor and maintain a working knowledge of compliance and policy related issues across the Higher Education sector.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• 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.

Skills and Experience

• Relevant tertiary qualifications in either law, human resources or industrial/employee relations or equivalent experience.

• Significant experience providing policy and compliance related advice and guidance to internal stakeholders in a large, complex organisation.

• Strong working knowledge of workplace legislation and regulations gained through practical experience.

• Superior interpersonal skills and the ability to build and maintain positive relationships with colleagues, partners and stakeholders both internal and external.

• Experience in policy development and implementation

• High level written and verbal communication skills with strong attention to detail with proficiency in the MS suite of applications.

• Demonstrated project management skills with the ability to deliver project outcomes and lead project teams effectively.

• Proven experience in content development and the delivery of educational programs to achieve business outcomes.

• Demonstrated experience in utilising, interpreting and applying data to drive informed recommendations and business decisions.
• Experience in implementing continuous improvements to complex business processes.
• Advanced ability to prioritise conflicting work demands with a solution focused approach.
• Ability to work independently and contribute to a team environment.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment checks required for this position
• Verification of qualifications

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.