



Make  
it matter.

## POSITION DESCRIPTION

# HR Consultant

---

Position Level	7/8
Faculty/Division	Human Resources, Division of Operations
Position Number	ADMIN ONLY
Original document creation	May 2021

---

### Position Summary

The HR Consultant delivers customer focused and consistent HR consulting services and advice on a range of human resource management activities to support a high performing and accountable workforce.

The HR Consultant reports to the HR Business Partner.

### Accountabilities

Specific accountabilities for this role include:

#### Level 7

- Work with the HR Business Partner to support the education and development of staff and manager capability in HR matters.
- Support the HR Business Partner in managing workplace change processes, staff complaints, performance management or other complex issues as required.
- Work collaboratively with the HR Business Partner and clients to develop, apply and implement creative/innovative HR solutions to help clients achieve their business objectives.
- Effectively assist Leaders with remuneration initiatives including job analysis, position evaluation and reclassification processes.
- Collaborate across the HR function to deliver a One HR service.
- Responsible for managing the operational HR service delivery to the client group and ensuring clients needs are met.
- Provide expert HR advice and assistance to clients on HR policy and procedures in line with Enterprise Agreements and coordinate the provision of advice from specialist HR teams. Ensure that a high degree of sensitivity and confidentiality is maintained at all times.

- Accurate and timely completion of a broad range of HR administration related to the staff life cycle (entry through to exit) including offers of employment, fixed term contract reviews, variations, and terminations, including associated matters such as visa and relocation.
- Actively contribute to the continuous improvement of HR processes, procedures and policy and participate in HR projects in collaboration with other HR staff and clients.
- Provide effective HR reporting and analysis as required.
- 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.

#### **Level 8 (in addition to Level 7 above)**

- Effectively manage HR initiatives within the client group, such as people initiatives related to the 2025 UNSW Strategy, performance development processes, equity and diversity programs and annual leave management.
- Participate in the design and overall implementation of various change initiatives within the respective faculty/Division.
- Act with a higher degree of independence in providing HR advice and assistance to clients and also in managing complex issues such as workforce planning, workplace change, staff complaints performance management with minimal direction.
- Support the HR Business Partner in the review, development and implementation of innovative and creative HR strategies and programs to build capability either within the client group or on an organisational level.
- Proactively partner with clients to provide effective HR solutions that are aligned to the business priorities of the portfolio and enable clients to achieve business objectives.

### **Skills and Experience**

#### **Level 7**

- A relevant Degree with extensive HR experience or an equivalent level of knowledge gained through any other combination of education, training and experience.
- Experience in interpreting legislation and Industrial Agreements together with policy and procedure to provide effective HR advice and solutions for client groups.
- Outstanding written and verbal communication skills with strong attention to detail and ability to prioritise and control workload with a positive sense of initiative.
- A strong customer service focus, a flexible and adaptable attitude and an ability to build effective relationships with managers and staff at all levels in the resolution of HR issues.
- Ability to contribute to the development and implementation of HR initiatives to meet the needs of the organisation.
- Effective computer literacy with excellent skills in Microsoft Office applications
- 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.

#### **Level 8**

- Proven ability to influence senior management and stakeholders as appropriate to ensure successful outcomes.
- Strong business acumen and a demonstrated capability to identify and deliver high level HR support required in the achievement of business objectives.
- Ability to manage more complex HR issues with minimal direction.
- Ability to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems.
- Well-developed project management skills.

#### **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.