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POSITION DESCRIPTION

HR Project Consultant

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional 8

G - Administrative, Clerical, Computing, Professional & Research Staff

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NOT SHIFTWORKER

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Position Summary

The HR Project Consultant plays an important role within a multidisciplinary compliance program. Engaged across a broad range of activities, the HR Project Consultant will build strong and effective professional networks and engage and collaborate across the program as well as with SMEs and senior leaders to support the delivery of strategic and operational compliance objectives.

The role will investigate and gather insights into work practices, developing and analysing process maps to document current practices and work with SMEs to recommend appropriate changes to ensure work practises are efficient and mitigate risks.

The HR Project Consultant reports to the Compliance Stream Lead and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Partner with the program team and key stakeholders to manage, monitor and report on progress of matters relating to the program. This includes proactively identifying problems and proposing possible solutions.
- End to end investigation and management of complex entitlements and obligations under the Professional and Academic EA, including gathering and analysing complex qualitative and quantitative data, mapping current processes, and working with relevant business owners and SMEs to ensure that these are compliant with minimal risk.

- Provide specialist advice and guidance to HR and other functional areas on compliance and relevant policy interpretation to ensure risks are identified and managed.
- Provide innovative and tailored approaches to problem solving and risk mitigation.
- Build and foster effective working relationships with the Program team, Quality and Compliance team, Employee Relations, Legal Office, Human Resources, Remuneration and Benefits team and other relevant teams and management across UNSW.
- Contribute to the development of content on a range of industrial relations and employee relations issues and actively contribute to capability building initiatives across the University.
- Actively monitor and maintain a working knowledge of compliance and policy related issues across the Higher Education sector, changes in employment law and best practice.
- Support the Program Lead (Program Phoenix) and Stream Lead in engaging with internal governance bodies and external regulatory bodies, including but not limited to the Fair Work Ombudsman and the NSW Audit Office.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Relevant tertiary qualification with substantial subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Critical understanding of risks and controls in regulated environment.
- In-depth knowledge of employment legislation, regulations, and HR best practices.
- Comprehensive analytical and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in development of robust solutions to problems.
- Advanced written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Ability to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems with minimal direction.
- Well-developed project management skills and experience in working within organisation wide projects.
- 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.