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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **Position Title:**  | Human Resources Assistant |
| **Classification:** | ANU Officer Grade 4 (Administration) |

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| **PURPOSE STATEMENT**The Human Resources (HR) Assistant provides support to the HR team, contributing to the efficient and effective delivery of HR services.  **KEY ACCOUNTABILITY AREAS****Position Dimension & Relationships:** The HR Assistant works closely with the other members of the HR team and with HR practitioners across campus. The HR Assistant provides assistance to the HR team on a variety of generalist HR matters, contributing to the provision of quality HR information and service to staff and visitors. **Role Statement:**Under general direction, the HR Assistant will:1. Attend to general HR enquiries as directed, providing information on the application of University’s Enterprise Agreement, as well as other HR policies and procedures and escalating complex enquiries to the appropriate HR team members.
2. Assist with operational aspects such as the recruitment and selection of staff, remuneration and employment conditions, including support in organising selection committees, where needed.
3. Issue HR documentation related to the employment cycle in a timely manner, including offer letters for casual staff and cessations, payment and employment-related forms, processing payroll media with a high degree of accuracy.
4. Assist with running and formatting various regular and ad-hoc HR reports and maintaining data integrity within internal databases and the HR management system, ensuring accurate record keeping using Electronic Records Management System (ERMS).
5. 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.
6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
7. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
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| **SELECTION CRITERIA**1. Demonstrated experience in an administrative role and a keen interest in Human Resources. Qualifications and/ or relevant training will be highly regarded.
2. Demonstrated customer service skills with an ability to liaise effectively with stakeholders in a culturally diverse environment and to communicate effectively both verbally and in writing.
3. Demonstrated organisational skills and attention to detail with an ability to prioritise own workload and to work both independently on routine tasks and as part of a team, escalating issues when needed.
4. Proficient computer skills with demonstrated experience using the MsOffice suite. Previous experience with HR information systems will be highly regarded.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.
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| **References:** [Professional Staff Classification Descriptors](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2013-2016/schedule-5-professional-staff-classification-descriptiors) |