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| **Position Title:**  | Human Resources Consultant  |
| **Classification:** | ANU Officer Grade 6/7 (Administration) |

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| **PURPOSE STATEMENT**The Human Resources (HR) Consultant provides comprehensive, high level HR support contributing to the efficient and effective provision of HR services through liaising with staff and providing robust advice and assistance on a wide range of HR policies, procedures and initiatives supporting the achievement of the University’s strategic goals. **KEY ACCOUNTABILITY AREAS****Position Dimension & Relationships:** The HR Consultant works closely with the other members of the HR team, liaising with and providing high quality HR advice and service to a wide variety of staff and visitors. The HR Consultant deals with day-to-day generalist HR aspects and coordinates the application of appropriate protocols to ensure the accuracy and integrity of HR data. The HR Consultant works collaboratively with staff in the area and the Human Resources Division (HRD) and supports the implementation of various local and University-wide HR initiatives. **Role Statement:**Under broad direction, the HR Consultant will : 1. Coordinate operational aspects and provide high level and, at times, complex HR advice and services on all HR generalist matters, such as: staff recruitment, selection and appointment, onboarding and induction, remuneration and conditions and employment termination, including drafting various offer letters and correspondence with staff, ensuring compliance with the University's Enterprise Agreement and associated policies, procedures and current legislation.
2. Coordinate the provision of periodic and ad-hoc HR reports, ensuring data is accurate, liaising with client areas and undertaking thorough investigative action when needed, analysing data and presenting it with insightful recommendations and/or solutions.
3. Contribute to new initiatives and provide input to develop and improve HR practices and processes, with a commitment to continuous improvement and best practice in HR management.
4. Assist in the coordination of various local and University-wide HR initiatives, ensuring timely and high quality delivery and in the mentoring and development of junior team members.
5. Provide high level committee support to various committees such as staffing or selection committees, preparing documentation, correspondence and briefing notes, as required.
6. Establish and maintain effective relationships with stakeholders within the area, with colleagues within the HRD, and, where required, with external organisations in relation to HR matters.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
8. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
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| **SELECTION CRITERIA**1. Degree in a relevant field with demonstrated experience in a HR generalist role in a complex organisation or an equivalent combination of relevant experience and/ or qualifications. AHRI membership or eligibility for membership will be highly regarded.
2. Sound knowledge of and demonstrated experience with contemporary HR practices with the ability to interpret and apply policies, procedures and legislative requirements as they relate to employment matters.
3. Demonstrated analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
4. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
5. Demonstrated high level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment.
6. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online HR information systems. Advanced skills in Excel will be highly regarded.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

*ANU Officer Levels 6 and 7 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.* |
| **References:** [Professional Staff Classification Descriptors](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2013-2016/schedule-5-professional-staff-classification-descriptiors) |