



# HR Business Support Officer

<b>Department/Unit</b>	HR Operations Centre
<b>Faculty/Division</b>	Monash HR
<b>Classification</b>	HEW Level 5
<b>Work location</b>	211 Wellington Road, Mulgrave
<b>Date document created or updated</b>	November 2017

## Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here – and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu)

This position is located within **Monash HR**. We facilitate staff engagement and organizational performance by providing workforce management expertise and Human Resources (HR) service and solutions. To learn more about the work we do, please visit our [website](http://www.monash.edu).

## Monash HR values

- Integrity
- Collaboration
- Innovation
- Excellence

## Position purpose

The HR Business Support Officer provides advice on a range of HR policy and process matters, and delivers operational support services to clients, HR Business Partners, and colleagues within the HR Operations team. This position plays a pivotal role in assisting the HR team in managing high volume HR operational activities to deliver quality HR services throughout the University.

The role is located within the HR Business Support arm of the Monash HR Operations Centre; a team dedicated to providing expert operational support across the myriad range of processes throughout the employment lifecycle for academic and professional staff in the University.

Accuracy and timeliness are paramount in managing the large and complex range of activities.

**Reporting line:** The position reports to the HR Business Support Manager

**Supervisory responsibilities:** Not available

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Provide high quality and timely HR advice and support services to internal/external clients and to other team members in line with University policies and procedures, including:
  - Providing advice and guidance on a range of operational HR matters and HR systems
  - Supporting clients in using automated systems and processes
  - Drafting and preparing documents, memoranda and correspondence and generating reports
  - Researching and interpreting policy
  - Investigating and resolving routine issues
2. Manage high volume operational activities, ensuring compliance with relevant policies or procedures in a timely and accurate manner
3. Maintain excellent working relationships with a range of internal stakeholders and colleagues, and use these to facilitate communication
4. Contribute to and initiate own continuous improvement activities relating to HR policies, practices and procedures
5. Use existing HRIS, e-recruitment, record management, filing and reporting systems to maintain records, manage documentation, coordinate workflow and collate reports, achieving accuracy and compliance

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - a tertiary qualification in a relevant field; or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. High level communication skills, including the ability to draft a range of documentation, interact with a diversity of colleagues & clients and maintain discretion
3. Sound analytical and problem-solving skills
4. Highly developed administrative skills, including computer literacy, excellent attention to detail/accuracy, an ability to appropriately handle confidential information and a record of organising priorities to meet deadlines
5. Demonstrated ability to work as an effective member of a team and to work exercising independence, judgement and initiative under general supervision
6. Knowledge of human resource management principles (particularly in a university context) is desirable

## Other job-related information

- Travel (e.g. to other campuses of the University) may be required.
- There may be peak periods of work during which the taking of leave may be restricted.

## Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.