



## POSITION DESCRIPTION

**Human Resources**  
Faculty of Arts

### Human Resources Coordinator

<b>POSITION NO</b>	0034413
<b>CLASSIFICATION</b>	PSC 5
<b>SALARY</b>	\$68,892 - \$79,130 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Fixed term position available until 22 April 2019 Fixed term contract type: Replacement Staff Member
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Kathy Henderson Tel +61 3 8344 3620 Email <a href="mailto:kathryn.henderson@unimelb.edu.au">kathryn.henderson@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Faculty of Arts Human Resources Unit (Arts HR) is responsible for facilitating HR programs and functions throughout the Faculty. Arts HR seeks to support operations and the achievement of Faculty strategic objectives through the provision of high quality HR business support services and HR business partnering. Arts HR aims to encourage performance excellence, facilitate the creation of a safe, efficient and productive workplace and in partnership with other key portfolios and University Services, seek to drive innovative HR programs and services. Arts HR are currently seeking to appoint a Human Resource Coordinator.

The primary responsibility of the incumbent will be to provide end to end recruitment support to the Faculty including recruitment advice, recruitment administration, appointment and induction and on boarding services. They will also support the Arts HR team to implement employee lifecycle activities and ensure that HR functions are delivered in line with the Melbourne Operating Model. The HR Coordinator will be required to deliver all functions in a highly professional, responsive and accurate manner.

The successful candidate will have excellent skills in communication, planning & organisation, be a strong team player and can effectively manage relationships that are internal and external to the Faculty and the University. They will be highly self-motivated with an ability to work autonomously within their portfolio.

## ***1. Key Responsibilities***

### **1.1 RECRUITMENT, ON-BOARDING & INDUCTION**

- ▶ Guide and advise hiring managers to ensure an efficient and effective recruitment and selection process consistent with the Faculty's requirements and policies.
- ▶ Create position descriptions and high quality advertisement text to attract appropriate candidates
- ▶ Coordinate the selection and interview process which can include candidate management, venue bookings, collation & distribution of recruitment documentation and management of travel arrangements for interstate & international candidates
- ▶ Contribute to the development of tools to improve the process of recruitment and onboarding
- ▶ Coordinate the Faculty's process for staff appointments including the administration of contracts
- ▶ Engage with external recruitment agencies when required
- ▶ Co-ordinate support for international candidates in relation to relocation and visa assistance
- ▶ Provide individual induction meetings with new starters to outline University & Faculty induction requirements including payroll, training, OH&S, facilities.
- ▶ Design and promote effective onboarding processes for new starters across the Faculty

### **1.2 HR BUSINESS SUPPORT SERVICES**

- ▶ As part of the HR team, support the implementation of HR services (including performance review and development, academic promotions, engagement and learning and development activities) and process improvement projects.

- ▶ Provide clients with expert advice and quality service in relation to general HR queries
- ▶ Provide clients with a clear interpretation of HR policies & procedures and the University's Enterprise Agreement

### 1.3 OH&S

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## 2. *Selection Criteria*

### 2.1 ESSENTIAL

- ▶ Tertiary qualifications in a relevant discipline and or equivalent mix of education and relevant experience
- ▶ Team player who is adaptable and flexible to changing priorities to meet the needs of the Faculty
- ▶ Demonstrated ability to operate in a highly organised manner with the ability to manage one's own time and prioritise tasks to meet deadlines
- ▶ Excellent interpersonal skills including an ability to build stakeholder relationships
- ▶ Proven ability to interpret HR policies and procedures to provide advice and decisions on policy
- ▶ Proficiency in utilising a Human Resource Information System for recruitment purposes

### 2.2 DESIRABLE

- ▶ Experience using an eRecruitment system such as PageUp

## 3. *Job Complexity, Skills, Knowledge*

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Human Resource Coordinator will work under the direction of the Human Resource Manager. The incumbent will demonstrate a high level of independence and the capacity to operate with minimal supervision and provide regular summaries of work to date. The incumbent will show initiative and be able to determine appropriate methods of work to ensure activities are undertaken promptly and efficiently, and liaise as appropriate with internal and external stakeholders.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The Human Resource Coordinator is expected to exercise sound judgment in the management of priorities and methods, set achievable timelines for the completion of tasks and deliver projects within specified timelines. The incumbent will demonstrate sound judgment in making assessments and decisions to ensure the effective and efficient running of the Faculty recruitment portfolio and its administrative processes and procedures. They will demonstrate good problem solving skills by contributing to the development and review of administrative procedures, and handle all issues with confidentiality, care and sensitivity.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Human Resource Coordinator is expected to have a sound understanding of University HR policies and procedures including a working knowledge of the University's Enterprise Agreement and HR Information Systems. The incumbent is also expected to develop a thorough knowledge of the Faculty, its committees, structures and approval processes.

### 3.4 BREADTH OF THE POSITION

The incumbent will be required to have excellent organisational skills, and be able to work closely with all members of the Arts HR team and the wider University HR cohort. They will liaise effectively with senior management and Heads of School within the Faculty as well as with organisations and individuals outside of the University. The Human Resource Coordinator will require strong computer skills in using a variety of standard packages and be able to learn specialised systems, including the University's Oracle based Themis system, the University's eRecruitment system PageUp and Outlook Calendar. The incumbent must also be able to adjust to changing systems and technologies.

## 4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## 5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 ORGANISATION UNIT**

The Arts HR Unit seeks to support the achievement of Faculty strategic objectives through its most valuable resource - its people. We are committed to providing high quality business support services to ensure that the Faculty recruits and retains talent, enhances performance development, facilitates a positive working environment and supports staff through the provision of accurate and timely HR advice.

Arts HR supports performance excellence, facilitates the creation of a safe, efficient and productive workplace and in partnership with other key portfolios and University Services, seeks to drive innovative HR programs and services.

Working in the spirit of continuous improvement and collaboration, Arts HR hopes to work in partnership with all Faculty staff.

### **6.2 BUDGET DIVISION**

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, it is one of Australia's oldest and largest faculties with approximately 400 staff and 7000 students - 6000 undergraduates and 1000 postgraduates – engaged in over 900 subjects in more than 40 areas of study. Over 600 international students from more than 50 different countries representing five continents are currently studying towards degrees offered in the Faculty.

As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics
- ▶ School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- ▶ The Office of the Dean and Faculty Executive Director
- ▶ The Academic Support Office
- ▶ The Strategy, Planning and Resources Unit
- ▶ The External Relations Unit

- ▶ The Research Office
- ▶ The Human Resources Office

For more information on the Faculty please see [www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au)

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>