



Position Description

College/Division:	Human Resources Division
Department/Unit:	Recruitment Services and Remuneration Services
Position Title:	Manager, HR Operations
Classification:	Senior Manager 1 (Administration)
Position No:	TBA
Responsible to:	Associate Director, Recruitment and Remuneration
Number of positions that report to this role:	5
Delegation(s) Assigned:	Supervisor

PURPOSE STATEMENT:

The Manager, HR Operations provides comprehensive support and advice to the Associate Director, Recruitment and Remuneration Services in order to provide high quality services and practice leadership on recruitment, search and selection activities, and remuneration and employment issues, including payroll, superannuation and taxation matters, to facilitate the University's goals in research and education.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Manager, HR Operations, will be responsible for providing operational oversight of the Recruitment and Remuneration teams.

The Recruitment Services team works in partnership with senior leaders, managers and College/Divisional HR practitioners to provide high quality recruitment, search and selection services and practice leadership to all areas across the University.

The Remuneration Services team provides payroll services and advice to all areas of the University, including HR staff in the Colleges and Divisions. In particular, the Manager must work closely with the Associate Director, staff within the Human Resources Division and liaise with external service providers such as the Australian Taxation Office, superannuation and salary packaging providers to ensure efficient and effective remuneration services.

Role Statement:

Under broad direction, the Manager, HR Operations will:

1. Provide effective strategic and operational support and advice to the Associate Director, Recruitment and Remuneration.
2. Provide high-level advice and support in the areas of recruitment, search and selection activities to assist in the achievement of University objectives.
3. Proactively lead and support delivery of high quality, efficient and authoritative payroll and related services, including strategic and operational advice on payroll, superannuation and personal taxation issues.
4. Prepare and coordinate delivery of high quality, authoritative, accurate and timely reports to relevant stakeholders.
5. In conjunction with the Associate Director, provide effective leadership, management and engagement to the HR team members focused on recruitment and remuneration, ensuring that all objectives and deadlines are met, supporting their career development and knowledge sharing and building a highly performing team
6. Contribute to development and implementation of strategies to support delivery of strategic recruitment, senior appointments and strategic remuneration across the University and enhanced overall recruitment and remuneration strategies for the University.
7. Contribute to and support the University's management of visa and immigration services.

8. Liaise effectively with specialist service providers and external agencies, including ATO, Unisuper, providers of staff benefits, including salary packaging and health insurance providers, and Department of Immigration and Border Protection.
9. Contribute to the service improvement of the Division and the University more generally, including modelling good behaviours.
10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
11. Undertake other duties as required, consistent with the classification of the position and in accordance with the principle of multiskilling.

SELECTION CRITERIA:

1. Postgraduate qualification (or equivalent) in a relevant discipline related to human resources management with relevant experience and proven expertise in the management of significant human and material resources or an equivalent combination of experience and training. Membership of the Australian Human Resources Institute and/or other relevant professional association is highly desirable..
2. Demonstrated extensive knowledge and understanding of contemporary human resources management, and in particular recruitment, search and selection, remuneration, immigration and taxation activities.
3. Demonstrated ability to think and act strategically, exercise sound judgement and support innovative better practice human resources initiatives within a large, complex organisational environment, preferably in the higher education sector.
4. Demonstrated people management and engagement experience in a complex, culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
5. Demonstrated ability to engage and influence stakeholders and an ability to assess complex HR matters and provide authoritative advice to senior managers.
6. High level of interpersonal, liaison and consultation skills with demonstrated effective communication skills and experience leading consultation processes on complex staffing matters and developing comprehensive written documentation and reports, including policies and procedures.
7. A demonstrated high level of achievement in relation to incorporation of EO principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.

Delegate Signature:	Date:
Printed Name:	Position:

References: [Professional Staff Classification Descriptors](#)