

Position Title:	Team Leader, Financial & Staff Resources
Position Classification:	Level 6 (Dual classification: Level 6 or Level 7)
Position Number:	316960, 316961, 316962
Faculty/Office:	Finance
School/Division:	Financial & Staff Resources
Centre/Section:	Service Delivery Centre
Supervisor Title:	Assistant Manager, Financial & Staff Resources
Supervisor Position Number:	316719

Your work area

Finance supports the mission of the University by providing a high quality, end-to end, flexible and responsive financial management and advisory service including provision of corporate financial and staffing services.

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

The Financial and Staff Resources teams in the Service Delivery Centres provide high quality, responsive support to University clients for human resources processing and financial services.

Reporting structure

Reports to: Assistant Manager, Financial & Staff Resources

Direct reports: Officer/Assistant, Financial & Staff Resources

Your role

As the appointee you will work independently to provide a high level of financial and human resources support, advice and services to a Faculty/unit. Working closely with the Assistant Manager, the Team Leader will assist in developing a strong culture of service-orientation within the team and be responsible for providing policy and process advice, as well as coordinating complex administrative processing.

Key responsibilities

Plan, co-ordinate and implement delivery of advice, administrative and functional tasks and services

Coordinate team administration and transaction of complex projects and changes

Prepare, review and implement complex financial and/or staff resources processing

Interpret, communicate, and provide authoritative advice on Finance and HR policies, procedures and agreements

Respond to complex and diverse enquiries relating to financial and/or staff resources services

Implement initiatives and projects

Build capability in finance and HR systems, policy and processes through advice, training, and coaching

Work collaboratively with colleagues to provide a consistent and a high level of service

Identify, recommend and implement improvements to practices and workflows, and innovative solutions to problems

Train, coach and develop team members

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

Substantial relevant administrative experience at an appropriate level, in staff resources or financial management

Demonstrated knowledge and understanding of human resource or financial accounting practices, policies, procedures, systems and administration

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed written and verbal communication skills and liaison skills

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Ability to work independently, show initiative and work cohesively within a team environment

Ability to build capability through training and coaching

Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

There are no special requirements.

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>

Position Title:	Team Leader, Financial & Staff Resources
Position Classification:	Level 7 (Dual classification: Level 6 or Level 7)
Position Number:	316960, 316961, 316962
Faculty/Office:	Finance
School/Division:	Financial & Staff Resources
Centre/Section:	Service Delivery Centre
Supervisor Title:	Assistant Manager, Financial & Staff Resources
Supervisor Position Number:	316719

Your work area

Finance supports the mission of the University by providing a high quality, end-to end, flexible and responsive financial management and advisory service including provision of corporate financial and staffing services.

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

The Financial and Staff Resources teams in the Service Delivery Centres provide high quality, responsive support to University clients for human resources processing and financial services.

Reporting structure

Reports to: Assistant Manager, Financial & Staff Resources

Direct reports: Officer/Assistant, Financial & Staff Resources

Your role

As the appointee you will work independently and be responsible for high level financial and human resources support, advice and services for a Faculty/unit. Working closely with the Assistant Manager, the Team Leader will develop a strong culture of service-orientation within the team and be responsible for coordinating policy and process advice, and oversight of complex administrative processing.

Key responsibilities

Plan, implement and manage delivery of advice, administrative and functional tasks and services

Manage team administration and transaction of complex projects and changes

Prepare, review, manage and implement complex financial and staff resources processes

Interpret, communicate and provide expert advice on financial and staff resources matters

Apply extensive and in-depth knowledge to respond to complex and diverse enquiries relating to financial and staff resources services

Undertake development and planning to implement initiatives and projects

Build capability in Finance & HR systems, policy and processes through advisory, training, and coaching

Work collaboratively with colleagues to provide a consistent, high level of service

Identify, recommend and implement improvements to practices and workflows, and innovative solutions to problems

Train, coach and develop team members

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or demonstrated equivalent competency

Substantial and extensive relevant administrative experience at an appropriate level, in staff resources or financial management

Demonstrated significant knowledge and understanding of human resource or financial accounting practices, policies, procedures, systems and administration

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Excellent written and verbal communication skills and liaison skills

Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines

Ability to work independently, solve problems, show initiative and work cohesively within a team environment

Ability to build capability through training and coaching

Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

There are no special requirements.

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

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