



Position Description

College/Division:	College of Arts and Social Sciences
Faculty/School/Centre:	CASS Administration
Department/Unit:	Human Resources
Position Title:	Deputy Manager, Human Resources
Classification:	ANU08
Position No:	18121
Responsible to:	Manager, Human Resources, College of Arts and Social Sciences
Number of positions that report to this role:	3
Delegation(s) Assigned:	Supervisor, HRM, D7

PURPOSE STATEMENT:

The Deputy Human Resources Manager is an important role in the College of Arts and Social Sciences; the role provides support to the Human Resources Manager and has responsibility for the management of a small team of HR staff. The Deputy HR Manager, provides high level services and advice to College staff on HR matters including recruitment and selection, workplace change, payroll, workplace health and safety, disciplinary and grievance matters. The incumbent is expected to take a lead role in the development of College HR processes and procedures and in continuous process improvement.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Deputy HR Manager will assist the HR Manager in the provision of HR services to all areas within the College, including the College Executive and Heads of Academic Units. The incumbent will work under the broad direction of the HR Manager and is expected to generate and maintain professional and supportive working relationships with staff within the College and across the University, including the central HR Division.

The Deputy HR Manager is required to lead the development and implementation of new HR initiatives for the College and to identify ongoing improvements for HR Service delivery.

This is a generalist HR role which manages a small team of HR staff who are responsible for HR transactional processing, HR reporting and the provision of HR consulting services to all areas of the College.

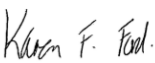
Role Statement:

Under the broad direction of the HR Manager:

- Lead a small team of HR staff to ensure that deadlines and key operational deliverables are met;
- Provide high level HR consultancy support across the College;
- Manage transactional HR processes and HR reporting for the College;
- Provide timely and accurate advice on complex HR issues to the College Executive, Heads of Academic Units and Managers across the College;
- Act as case manager for complex and sensitive workplace issues;
- Coordinate and report on recruitment and selection activity across the College (including international applicants);
- Develop, implement and improve College HR practices and processes, consulting with the Central HR Division as appropriate;
- Assist the HR Manager with the consultation and implementation aspects of workplace change;
- Lead and implement HR projects as directed by the HR Manager and the College General Manager;
- Undertake other duties consistent with the level of the position including deputising for the HR Manager as required;
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Experience as an HR Generalist and/or relevant qualifications. Membership of a relevant professional association will be highly desirable;
2. Experience in leading and managing staff;
3. Demonstrated experience in providing HR services in a complex organisation, including knowledge of contemporary HR management practices (experience in the education sector will be highly regarded);
4. Proven experience in handling complex employee issues including resolving grievances and conflicts and negotiating positive outcomes;
5. Demonstrated experience in taking a leadership role in developing and improving processes with the ability to research and analyse an issue, develop solutions and solve problems;
6. Expertise in the use of HR information systems, including the ability to generate reports with particular attention to accuracy and detail;
7. Demonstrated understanding of equal opportunity principles and policies, and a commitment to their application.

Delegate Signature:		Date:	16 April 2019
Printed Name:	Karen Ford	Position:	HR Manager, CASS

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Arts & Social Sciences	Dept/School/Section	Human Resources
Position Title	Deputy Manager, Human Resources	Classification	ANU08
Position No.	18121	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor's Signature:	Karen Ford	Print Name:	Karen Ford	Date:	16.04.19