

**Position Description**

**Position Title:** SeniorHuman Resources Adviser

**Position Classification:** Level 8

**Position Number:** 319302, 319303, 319304, 319337

**Faculty/Office:** Human Resources

**School/Division:** Business Partnership

**Centre/Section:** HR

**Supervisor Title:** HR Business Partner

**Supervisor Position Number:** 315574, 315575, 315578, 315580

**Your work area**

Human Resources drives the University’s people strategy to attract, develop and retain the highest quality people to support the University’s goal of being in the world’s top 50 University’s. We provide a high quality, responsive people management and advisory service.

**Reporting structure**

Reports to: HR Business Partner

**Your role**

As the appointee you will under limited supervision, provide human resource advice to leaders and staff on operational human resource matters and support the HR Business Partner with strategic initiatives as required.

**Your key responsibilities**

Deliver consultancy and advisory service to leaders and staff on a range of operational and tactical human resource matters

Develop and maintain effective working relationships with stakeholders (including Finance) to support the achievement of operational and Human Resource functional objectives through advice and coaching

Coach and support leaders to address workplace conduct and performance matters, grievances, issues and disputes and conduct investigations as appropriate

Provide expert advice and practical support to staff and leadership in the management of matters and utilise dispute management and conflict resolution techniques as appropriate

In partnership with the HR Business Partner, undertake a project lead role in the delivery of organisational design and change management initiatives as appropriate

Interpret, apply and advise on relevant legislation, standards, agreements, policies and procedures and provide advice and recommendations to ensure compliance

Design, deliver and facilitate training and workshops as required to develop staff and leadership capability within the University. Provide ongoing coaching as necessary to support the embedding and uptake of capability

Project manage the successful delivery of HR initiatives and programs as required

Liaise with colleagues across the HR function, to provide a consistent, high level of HR service to the client in terms of leadership capability, staff appraisals, remuneration, talent management and employee relations

Identify, recommend and implement improvements to HR practices and workflows, and innovative solutions to ensure optimum HR service

Participate in the review, development and implementation of human resource management initiatives, policies, practices, systems and frameworks, taking a lead role as required

Ensure outcomes are in line with the University’s business requirements and are based on quality customer service principles and practices and which demonstrate an understanding of the business drivers

Support with knowledge transfer and development of wider HR team, including mentoring and coaching other team members as required

Undertake other duties as directed

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications or demonstrated equivalent competency

Extensive practical senior human resources experience (3 years+) at an appropriate level and relevancy

Highly developed written, verbal and interpersonal communication skills

Excellent project management, planning and organisational skills and demonstrated ability to set priorities and to meet tight deadlines

Proficiency in a range of relevant software applications (i.e. Microsoft Office particularly Word, Excel, PowerPoint, SharePoint and experience with HR/payroll management systems)

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

Highly developed consultation, negotiation and advisory skills

Demonstrated end to end project and change management experience

Demonstrated experience of leading execution of complex employee case management, including conflict / dispute resolution, performance management and disciplinary matters

Demonstrated practical experience of implementing organisational design initiatives, including application of change management methodology and relevant industrial frameworks

Highly developed investigative, problem solving and report writing skills

Demonstrated ability to work collaboratively within a team environment and mentor others as required

Ability to build capability through training and coaching

**Special requirements (selection criteria)**

There are no special requirements

**Compliance**

Workplace Health & 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>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.