

HR WORKFORCE ADVISER

DEPARTMENT/UNIT	HR Projects
FACULTY/DIVISION	Monash HR
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

Monash values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

The Portfolio of the Chief Operating Officer and Senior Vice-President is responsible for the University's administrative portfolio, which includes the majority of the University's internal and infrastructure support services and the link between the University and associated organisations. The portfolio ensures the effective integration of people, buildings and technology drive to support the University's objectives.

POSITION PURPOSE

The **HR Workforce Adviser** provides a range of high-level administrative services for secure employment strategies, programs, and initiatives. This includes supporting the HR Projects team by undertaking workforce engagement requests and reporting. The position also provides support to ad-hoc projects and undertakes a variety of general administrative duties to meet the operational demands of the HR Projects team.

The **HR Workforce Adviser** works collaboratively with HR colleagues, operating with excellence in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

Reporting Line: The position reports to the HR Workforce Advisory Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not Applicable

Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Plan, implement and manage a range of complex administrative tasks including providing specialist workforce advice, monitoring workforce engagement requests to ensure compliance, and producing reports in accordance with agreed standards and timeframes.
2. Deliver high-level and effective service to clients, including workforce engagements requests, casual conversion requests and workforce reporting, while ensuring adherence to privacy, confidentiality, and legislative requirements.
3. Actively participate in, develop and implement continuous improvement activities relating to workforce engagement requests, quality assurance standards and customer service excellence
4. Undertake regular analysis of data and reporting for internal and external stakeholders, including ensuring effective security, storage and distribution of data, records and reports
5. Provide sound and timely specialist advice and support to other staff, clients and stakeholders in areas of workforce composition, the appropriate use of casual and sessional staff, and relevant employment modes.
6. Contribute to and support a range of processes such as policy development, governance, management decision-making, change management, compliance, quality and performance reporting
7. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to support and facilitate efficient service delivery
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with subsequent relevant experience, or
 - extensive experience and specialist expertise or broad knowledge in human resource management, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience in delivering a range of specialist operational and advisory HR services including the provision of advice, and reporting underpinned by a knowledge of relevant and current legislation
3. Strong attention to detail, consistently ensuring accuracy and precision in all tasks and activities
4. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
5. Strong relationship management and consulting skills in human resources, including the ability to interact, influence and negotiate with a variety of stakeholders whilst maintaining discretion
6. Proven ability to deliver professional HR advisory services to a diverse group of key stakeholders, providing the highest standards of quality and customer service
7. Strong analytical, research and problem-solving skills using HR data and metrics, and the ability to identify and recommend solutions to challenging issues or to inform business decisions
8. Well-developed interpersonal and communication skills with the ability to provide advice and effectively prepare and present complex information
9. Highly developed computer literacy, including current business management software packages and their various application capabilities

OTHER JOB-RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.