



---

<b>Position Title:</b>	Assistant Manager, Financial & Staff Resources
<b>Position Classification:</b>	Level 8
<b>Faculty/Office:</b>	Finance
<b>Centre/Section:</b>	Service Delivery Centres

### **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 administration and financial services.

### **Reporting Structure**

Reports to: Manager, Financial & Staff Resources  
Direct Reports: Team Leaders, Financial & Staff Resources

### **Your role**

As the appointee you will lead the Financial and Staff Resources team to deliver advice and services that support the achievement of the Faculty/central areas strategy and objectives. Using your strong team management skills you will develop a service-oriented team, with a focus on continuous improvement by ensuring ongoing training and development. Additionally, you will have a significant role in developing and influencing policies, procedures and processes to ensure the efficient functioning of the area.

### **Key responsibilities**

Use substantial influence to develop and implement key strategic planning and objectives in financial and staff resources management

Establish and monitor processes to ensure ongoing development and efficient functioning of the financial and staff resources team

Apply an extensive and in-depth knowledge to provide key strategic advice and innovative solutions to problems, and liaise with other areas on key issues relating to financial and staff resourcing matters

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

Identify, manage and implement improvements, initiatives and projects which meet the strategic objectives of the Finance function

Manage and lead a financial and staff resources team

Develop and maintain effective cross functional working relationships with HR.

Other duties as directed

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

Relevant tertiary qualifications or equivalent competency

Substantial management experience at an appropriate level, in human resources or financial management

Demonstrated substantial knowledge and understanding of human resource or 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 high level consultation skills

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

Ability to supervise staff

Ability to work independently, show initiative and manage a considerable area

Demonstrated ability to build capability through training and coaching

Commitment to providing a high level of quality customer service

### **Special Requirements**

NA

### **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.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>