

Position Title	Program Director – Employee Payment Project
Classification	Level 10 Grade 5
School/Division	People & Culture
Centre/Section	Employee Payment Program
Supervisor Title	Chief People and Culture Officer
Supervisor Position Number	
Position Number	

Your work area

People and Culture enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining world-class staff from diverse backgrounds who want to build careers, drive change, provide leadership and create opportunities at an institution renowned for its excellence.

Reporting structure

Reports to: Chief People and Culture Officer

Direct reports: Senior HR Lead, Change and Communication Manager, Program Coordinator

Your role

The Program Director of the Employee Payment Project will oversee the design, implementation, and management of a comprehensive program aimed at identifying and rectifying any discrepancies in employee entitlements. This includes ensuring compliance with legal requirements, University policies, and industry best practices. The Program Director will lead a multidisciplinary team, coordinate with various departments and stakeholders, and report to senior leadership on progress and outcomes.

Your key responsibilities

Program Development and Implementation:

- Develop and manage a detailed program plan outlining objectives, deliverables, timelines, and resources required for the Employee Payment Project.
- Manage conflicting priorities across complex projects and workstreams
- Establish methodologies and protocols for employee payments and assurance of employee entitlements, including wages, benefits, and other compensations.
- Implement a robust system for tracking and managing project progress.
- Develop and monitor the program budget and resource profile.
- Scope work and manage relationships with external advisors.

Leadership and Team Management:

- Lead and manage a team of professionals, including, HR/ER, Finance specialists, and Data analysts.
- Provide guidance, training, and support to team members to ensure high performance and adherence to program goals.
- Foster a collaborative and inclusive team environment.

Stakeholder Engagement and Communication:

- Act as the primary point of contact for internal and external stakeholders regarding the remediation program.
- Communicate program objectives, progress, and outcomes to senior leadership, employees, and other relevant parties.
- Prepare and present regular reports and updates to the executive team and governance committees.

Compliance and Risk Management:

- Ensure that all remediation activities comply with applicable laws, regulations, and University policies.
- Identify potential risks and develop mitigation strategies to address any compliance issues or legal challenges.
- Stay informed of changes in employment laws and regulations that may impact the program.

Data Analysis and Reporting:

- Oversee the collection, analysis, and interpretation of data related to employee entitlements.
- Use data-driven insights to identify patterns, root causes of discrepancies, and opportunities for improvement.
- Develop and implement metrics to measure the effectiveness of the remediation program.

Continuous Improvement:

- Drive continuous improvement initiatives to enhance the accuracy and efficiency of entitlement calculations and payments; improve data quality; and improve records management practices.
- Collaborate with HR, IT, Finance, Risk, and other departments to integrate best practices and innovative solutions.
- Oversee the development of training that reinforces a culture of compliance.
- Ensure that lessons learned are documented and applied to future projects.

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency eg Human Resources, Law, Project Management.

Substantial knowledge of contemporary Human Resource practices and procedures.

Proven track record of managing large-scale remediation or compliance programs.

Extensive experience in stakeholder management and engagement, together with the ability to work collaboratively at all levels and as a member of multiple teams.

Excellent interpersonal, verbal and written communication skills and high-level consultation and negotiation skills.

Excellent organisational and project management skills and demonstrated ability to set priorities and to meet regular deadlines.

Substantial ability to influence and critical analysis skills with proven ability to build relationships and solve problems creatively, utilising sound judgement.

Special requirements (selection criteria)

Current National Police Clearance Certificate

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).