



## Position Description

<b>College/Division:</b>	ANU College of Engineering and Computer Science
<b>School/Centre:</b>	Administration
<b>Department/Unit:</b>	
<b>Position Title:</b>	Human Resources Consultant
<b>Classification:</b>	ANU Officer Grade 6/7 (Administration)
<b>Position No:</b>	
<b>Responsible to:</b>	HR Manager

### PURPOSE STATEMENT:

The CECS Human Resources team provides a comprehensive people management support service to the ANU College of Engineering and Computer Science.

As a key member of the team the HR Consultant is required to work under the broad direction of the College Human Resources Manager and work in partnership with other members of the HR branch. The role requires an experienced practitioner whose initiative and expertise will assist in dealing with the more complex HR issues while maintaining strong working relationships with our clients, colleagues within the College the central Human Resources Division and the wider University community.

### Position Title : Human Resources Consultant

### Classification: ANU Officer Grade 6/7 (Administration)

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The HR Consultant assists the HR Manager to provide guidance to the other HR team members, providing coaching where appropriate and ensuring service levels are maintained and team objectives met. The role assists the HR Manager research and analyse complex human resource matters and recommends solutions. They also assist deliver training to the College and undertake HR projects that improve HR processes. They are responsible for providing high-level support for College selection processes, visitor appointments and ongoing employment maintenance processes.

### Role Statement:

1. Provide high quality generalist HR services concerning all matters related to the appointment and appointment maintenance of staff and visitors
2. Undertake thorough investigative action and recommend solutions on complex human resources matters, ensure compliance with the University's Enterprise Agreement and associated ANU policies, procedures and national legislation
4. Contribute to strategic HR reporting, including regular reporting to College Executive, ensuring data is well analysed and presented with insightful recommendations
5. Provide effective coaching and assist with team leadership to ensure service standards are achieved and actively contribute to continuous improvement of local HR processes.
6. Contribute to human resources training across the College and identify training courses for college staff to ensure compliance and career development.

7. Establish and maintain effective and timely liaison with colleagues and stakeholders within the College and University, external individuals and organisations in relation to human resources matters.
8. Take responsibility for your own workplace health and safety and not wilfully place at risk the health and safety of another person in the workplace.
9. Other duties as consistent with the classification of the position as directed.

## **Selection Criteria**

1. A degree with relevant extensive experience in a human resources service delivery role or equivalent combination.
2. Sound knowledge of HR management practices including the ability to interpret and apply policies and procedures, brokering effective solutions for a diverse range of stakeholders
3. Strong information technology skills and demonstrated ability to generate accurate and meaningful reports for senior staff
4. Demonstrated ability to plan and manage multiple projects effectively, to work with a high level of initiative and communicate effectively to deliver high quality outcomes.
5. A demonstrated understanding of equal opportunity principles and policies, and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

<b>Supervisor Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

<b>References:</b>
<a href="#">General Staff Classification Descriptors</a>
<a href="#">Academic Minimum Standards</a>