

POSITION DESCRIPTION – General Staff

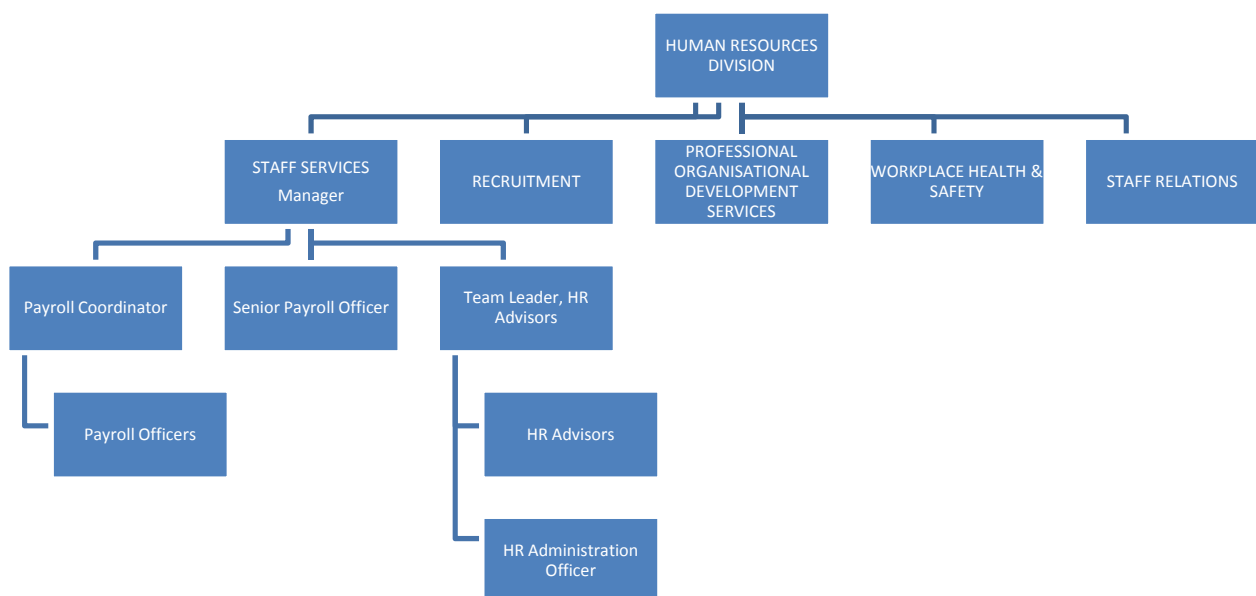
Position Title: HR Advisor Level: 6/7
 Faculty/Division: Human Resources Department/Location: Staff Services

Primary purpose of the position:

As part of the Staff Services team, provide high level HR support and strategic advice to client groups across all levels. Foster effective working partnerships with Executive Deans, Directors, Faculty Executive Managers and line managers within client groups and deliver practical solutions to complex people requirements and participate in relevant HR projects.

Position Environment:

The University employs in excess of 2000 people in a diverse range of occupational groups and modes of employment across approximately 20 major business units (Faculties and Divisions). While the majority of staff are employed at the main campus in Wollongong the University also has staff employed at 6 satellite locations in the region and other locations within Wollongong. The University also seeks to provide a range of flexible employment practices and working conditions to meet the operational needs of the University and attract and retain staff.



Major Accountabilities/Responsibilities:

Responsibilities	Outcome
Provide high level HR advice to Senior Executives, Deans, Directors, Business Heads/ Faculty Executive Managers (within client group) on policy and procedures; conditions of employment; enterprise agreement and employment law interpretation.	Quality, thoughtful and consistent advice provided on HR matters.
Develop and maintain strategic partnerships with key stakeholders within client groups to support achievement of client HR strategic goals.	HR support client achievement of strategic goals
Provide advice to staff within the client group on complex HR matters and maintain their understanding of contemporary HR issues.	Problems resolved effectively and within contemporary HR context
Case management of individual HR/ staff issues such as performance management, industrial matters and non-workplace related injury. Identify and liaise with internal/ external stakeholders and/or service providers to achieve effective outcomes.	Management of case outcomes meeting stakeholder requirements
Present information and training sessions for staff and/ or client group members on HR policy and initiatives as required	Staff informed on HR services and initiatives
Undertake and support key HR projects, co-ordinating the implementation of HR initiatives in Faculties and Divisions in consultation with key stakeholders.	Projects completed successfully.
Pro-actively monitor and manage compliance and review requirements for staff within client groups in the following areas: <ul style="list-style-type: none"> • conflict of interest • secondary employment declarations • excess annual leave • sick leave reporting • timekeeping records • remuneration reviews • overtime and work patterns 	Compliance audits undertaken and non-compliance areas followed up.
Evaluate general staff reclassification requests and job analysis, providing recommendations.	Reclassification applications and position descriptions are professionally assessed. Recommendations are consistent and defensible. Effective consultation and feedback is provided to applicants and their supervisors/line managers.
Coordinate preparation of new contracts for direct appointments.	Contracts prepared and issued in accordance with Enterprise Agreement provisions, policy and appropriate timelines.
Liaise with senior staff on employment contracts and salary packages	Salient advice given and changes implemented.
Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace
OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.

Reporting Relationships:

Position Reports to:	Team Leader – HR Advisors
The position supervises the following positions:	Nil.
Other Key Contacts:	Snr Executive; Executive Deans, Directors, Faculty Executive Managers; line Managers, Supervisors; peers in HR; HR Business Analyst ; staff within client groups.

Key Relationships:

Contact/Organisation:

Deans, Directors, Faculty Executive Managers and line managers in client groups

Staff in client groups

Other Managers and Professional Colleagues across HR

UniSuper

State Superannuation Authority

Colleagues in other universities

Purpose & Frequency of contact

Provide high level HR support and strategic advice to client groups across all levels

Provide high level HR support and advice on more complex staff issues.

Co-ordinating the delivery of services and collaborating on projects

General enquiries and liaison regarding applications for incapacity benefits

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Movement of staff / networking on common issues

Key Challenges:

1. Providing high quality client focused staff services in an increasingly diverse and complex employment environment.
2. Establishing effective working partnerships with key stakeholders in client groups and contributing to the development and continuous improvement of a competent and credible HR advisory team.
3. Implementing new initiatives and services that add value.

Selection Criteria - Knowledge & Skills:

Essential:

- Good understanding of contemporary HR practice.
- Working knowledge of employment legislation and regulatory frameworks.
- Possession of effective communication and relationship management skills.
- Sound project management skills.
- Demonstrated organisation and planning skills.
- Demonstrated problem solving skills.
- Demonstrated customer focus skills.
- Sound written communication skills – particularly in drafting reports and correspondence.

Desirable:

- Knowledge of university employment environment.

Selection Criteria - Education & Experience:

Essential:

- Degree or equivalent in HR or related field or equivalent combination of qualifications and experience.
- Direct experience in HR generalist role

Desirable:

- HR experience in medium – large organisations

Personal Attributes:

- A commitment to professionalism, confidentiality and client service
- Well developed interpersonal skills including the ability to establish and sustain highly effective working relationships at all levels
- A strong team player who is also able to work autonomously
- A capacity to work under pressure and apply flexibility in a dynamic environment
- Ability to multi-task
- High level attention to detail
- Ability to take ownership of complex problems, identify creative solutions and see them through to completion

Special Job Requirements:

Available to work outside normal business hours as required