

POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Research and HR Officer Level: 6/7
Faculty/Division: Engineering and Information Sciences School/Unit: Faculty Office

Primary purpose of the position:

The position is responsible for budgets, forecasts and reports on financial matters related to research activities within the Faculty of Engineering and Information Sciences. Maximising research outcomes is key to achieving the strategic goals of the University of Wollongong. It is also has responsibility for Human Resource activities within the Faculty.

Position Environment:

The Faculty of Engineering & Information Sciences is a research intensive faculty with extensive teaching operations in Australia, Asia and the Middle East. The Faculty’s vision is to be recognised nationally and internationally for excellence in its teaching and research. The Research & HR Officer contributes to this goal by assisting in the efficient and effective administration of research related financial services and faculty HR administration.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Research budgeting, forecasting and reporting -Preparation and presentation of research budgets, forecasts and reports -Assist research staff to exercise effective control over research funds and maximise outcomes	Accurate, timely and relevant information to assist decision making Efficient & effective use of resources	50%	<input type="checkbox"/>
2.	Faculty Human Resources management -Facilitating the recruitment processes -Maintaining faculty staff records -Liaise with Human Resources on staff matters	Compliance with UoW HR policies & procedures and EB Agreements	30%	<input type="checkbox"/>
4.	Financial Processing & Reporting -Purchasing and financial processes relating to faculty operations -Maintaining compliance with University policy & procedures	Provision of customer focused, efficient and effective services Operations consistent with University policy	10%	<input type="checkbox"/>
5.	Assist the Faculty Management Accountant to coordinate, improve and monitor faculty financial performance -Faculty budgeting, forecasting & reporting -Financial analysis -Improving financial outcomes	Sound management of financial resources	10%	<input type="checkbox"/>
6.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	<input type="checkbox"/>

7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
8.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Faculty Management Accountant
The position supervises the following positions:	Nil
Other Key Contacts:	Associate Dean (Research) Research Directors, managers and administrators Faculty finance staff

Key Relationships:

Contact/Organisation:

Executive Dean and Associate Dean (Research)
Faculty Executive Manager
Faculty Research Staff
UoW Financial Services
UoW Human Resources Division

Purpose & Frequency of contact

As required – Research reporting
Daily – Administrative issues
Daily – Financial administration
Daily – Financial management
Weekly – Staff management and HR issues

Key Challenges:

1. Providing relevant and accurate information to research staff and faculty executive
2. Managing Faculty recruitment to ensure compliance
3. Assisting the faculty to improve the link between resource management and research outcomes

SELECTION CRITERIA - Knowledge & Skills:

Essential

- Sound understanding of financial management practices in a large and diverse organisation.
- Well developed written and oral communication and interpersonal skills.
- Understanding of research funding, particularly competitive grants.
- Proficient computer literacy, particularly with enterprise financial systems and Microsoft Excel.
- Demonstrated ability to plan & manage projects and activities to achieve high quality outcomes.
- An ability to present financial information to non-finance staff.

Desirable

- Understanding of the University environment, policies and procedures.
- Familiarity with Human Resource practices.

SELECTION CRITERIA - Education & Experience:

Essential

- Demonstrated experience in the implementation and monitoring of strategically oriented plans, policies and processes.
- Business or Commerce degree (or a combination of education/training/experience deemed equivalent).
- Experience providing financial advice to stakeholders.
- Experience in a large, multi-departmental organisation.

Desirable

- Experience with University finance systems, particularly JDE, TM1, Cognos, eProcurement.

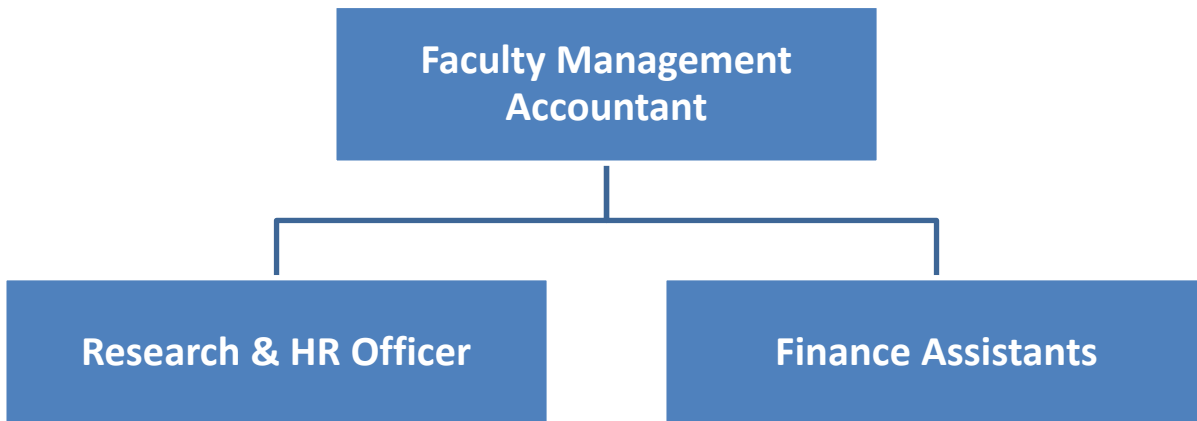
Personal Attributes:

- Excellent interpersonal skills.
- Ability to exercise independent judgement.
- Comfortable working in an environment of constant change, multiple tasks, deadlines and frequent interruptions.

Special Job Requirements:

- May be required to work additional hours from time to time to ensure completion of key tasks.

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____