

**HUMAN RESOURCES PROJECT OFFICER
POSITION DESCRIPTION**

Position Title:	Human Resources Project Officer (Transformation Program Implementation team)	Position Number:	Faculty/Division: Division of Services and Resources
Classification:	HEO5	No. Direct Reports & Highest Classified Position: nil	School/Branch: Office of Services & Resources
FTE:	Reports to: Director, Office of Services & Resources	Fixed x Continuing <input type="checkbox"/>	Discipline/Unit:
Position Summary:	<p>The Division of Services and Resources supports the University in the achievement of its core objectives in learning, teaching and research by providing enabling services and effective resources. The division's priorities have evolved from the University's 10 year strategic plan, the Beacon of Enlightenment, with key projects centred around people, community, assets and infrastructure and processes.</p> <p>The Office of Services and Resources is part of the University's Division of Services and Resources. The office coordinates divisional business planning and strategic activities and projects. It also manages the University's sustainability program, Ecoversity.</p> <p>In response to the evolving higher education industry and in line with it's organisational strategy – 'The Beacon of Enlightenment', the University of Adelaide (U of A) is embarking upon significant people related change programs to position the business for continued success well into the future.</p> <p>Two major streams of work have been established which are focused on driving a performance culture, particularly within the Academy, and optimising the University's support services through customer centric specialisation and centralisation of functions, where efficiencies can be realised.</p> <p>Working as an integral part of a transformation program team, the HR Project Officer will contribute to providing human resources advice, support and guidance on a broad range of HR matters to the business areas across the University to ensure successful implementation. The role will also provide project support to the team in terms of record keeping, organising meetings and change management activities.</p>		
Position Characteristics:	Scope	<p>The Office of Services and Resources office coordinates divisional business planning and strategic activities and projects.</p> <p>Working under general direction, the HR Project Officer works as part of a team to provide timely HR advice and support. This position works collaboratively with other team members and areas within the HR Branch to ensure the provision of consistent and quality advice and service to the University.</p>	
	Significant internal/external relationships	<p>Director, Office of Services & Resources</p> <p>Manager HR Business Partnerships & Advice</p> <p>HR Branch staff Faculty and Division Staff</p>	

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		Heads of Schools of assigned Faculty Faculty and Division staff HR specialists, e.g. Organisational Development, Workplace Relations and Recruitment
	Special conditions	Reasonable workplace adjustments will be made for people with a disability.
	Delegations	nil

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<p>Key Responsibilities and Outcomes</p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	HR Advice	<ul style="list-style-type: none"> ▪ Provide general advice and support on HR matters including: performance management, workforce planning, contract options, probation, separations and flexible work options to People Managers across the University. ▪ Provide timely, consistent, specialist HR advice with respect to Enterprise Agreement, HR policies and procedures, guidelines, employment legislation and relevant industry practice primarily to People Managers. ▪ Assist with sourcing and drafting position descriptions
	2	Case management support	<ul style="list-style-type: none"> ▪ Ensure effective administration and reporting of case management issues ▪ Assist in the collation of information for case management files
	3	Change management support	<ul style="list-style-type: none"> ▪ Support the delivery of change initiatives with respect to the people management issues to ensure a smooth transition and compliance with the Enterprise Agreement. ▪ Support People Managers and affected individuals as required during organisational change. ▪ Assist the HRBPs and HRAs (or equivalent) to ensure effective communication, implementation and embedding of change initiatives including resulting staffing changes (e.g. delegations and structure
	4	Project Support	<ul style="list-style-type: none"> ▪ Contribute and deliver on project deliverables and initiatives identified by the Improvement team
			<ul style="list-style-type: none"> ▪
			<ul style="list-style-type: none"> •
<p>Criteria</p>	<p>Capabilities and Behaviours</p>	Communication	<ul style="list-style-type: none"> • Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood. • Is persuasive and confident in communicating ideas. • Adapts style and content of communication of ideas and information to match the audience
		Relationship Building	<ul style="list-style-type: none"> • Shows tact and diplomacy in dealing with people. • Builds trust in relationships through maintaining confidentiality and keeping commitments. • Builds rapport by making informal contacts in own and other work areas

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		Service Focus	<ul style="list-style-type: none"> • Takes personal responsibility to resolve enquires, requests or complaints • Uses initiative in actively and promptly following up with clients to ensure satisfaction with the service • Seeks and acts on client feedback
		Flexibility and Adaptability	<ul style="list-style-type: none"> • Adapts to changes in environment and work demands, working effectively with a variety of situations and people. • Adapts responses and tactics to fit changing circumstances. • Provides ideas for improvement and constructive input into change initiatives.
		Teamwork	<ul style="list-style-type: none"> • .Provides appropriate information, support and encouragement to enable successful task completion • Actively participates in team meetings through sharing ideas and contributing to discussions
	Knowledge and Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> ▪ Demonstrated ability to provide timely sound HR advice including interpretation of enterprise agreements and policies ▪ Excellent oral and written communication skills ▪ Demonstrated experience in working and effectively communicating with people at all levels in a large organisation ▪ Proven ability to work effectively in a team environment, handling a diverse range of enquiries and projects 	
	Qualifications	<ul style="list-style-type: none"> ▪ Tertiary qualification and/or extensive relevant experience 	
Occupational Health, Safety and Welfare Requirements		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	
University Expectations		<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and 	

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| | <ul style="list-style-type: none">• Read, understand and comply with all University policies and procedures. |
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