

SENIOR HUMAN RESOURCES ADVISOR
POSITION DESCRIPTION

Position Title:	Senior Human Resources Advisor (Transformation Program Implementation team)	Position Number:	Faculty/Division: Division of Services and Resources
Classification:	HE07	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 Senior HR Advisor (SHRA) provides expert human resources advice, support and guidance on a broad range of HR matters to business areas across the University. A key focus will be providing support to leaders in managing the successful implementation of significant change and ensuring adherence to Enterprise Agreement provisions.</p> <p>In addition, the SHRA works closely with the business to provide specialist advice, support and guidance on workforce matters including performance management, complex case management along with pre-retirement and other separation arrangements.</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 limited direction, the SHRA provides timely expert HR advice to business areas across the University. 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>	

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	<p>Significant internal/external relationships</p>	<p>Director, Office of Services & Resources Manager HR Business Partnerships & Advice HR Branch staff Faculty and Division Staff Faculty Executive Managers Heads of Schools of assigned Faculty Faculty and Division staff HR specialists, e.g. Organisational Development, Workplace Relations and Recruitment</p>
	<p>Special conditions</p>	<p>Reasonable workplace adjustments will be made for people with a disability.</p>
	<p>Delegations</p>	<p>Nil</p>

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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 sound 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. ▪ In conjunction with the Workplace Relations team provide employee relations advice to the business. ▪ Broker advice from specialist HR teams in order to assist the HRBPs (or equivalent roles) with the HR needs of the business in a timely manner. ▪ Undertake the classification or review of new or changed positions in line with the Enterprise Agreement.
	2	Case management support	<ul style="list-style-type: none"> ▪ Facilitate, advise and consult with management and or Workplace Relations on successful case management in line with Branch case management framework including: <ul style="list-style-type: none"> ▪ Coaching of People Managers on effective early intervention strategies. ▪ Facilitating initial informal discussions to resolve issues in a timely manner. ▪ Identifying the need, recommending external service providers where appropriate and facilitating liaison between all parties to resolve the matter ▪ Work with other areas of the HR Branch and external consultants (if required) to ensure efficient and effective resolution of HR issues and cases. ▪ Ensure effective administration and reporting of case management issues
	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 (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 transformation team
Criteria	Capabilities and Behaviours	Communication	<ul style="list-style-type: none"> • Tailors communication style and delivery method to the level of the audience. • Prepares and delivers confident and persuasive presentations. • Knows the audience and identifies and uses this knowledge to build strategies to influence outcomes. • Negotiates agreement on complex issues.

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	Relationship Building	<ul style="list-style-type: none"> • Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices. • Develops a broad network of useful contacts both inside and outside the University.
	Service Focus	<ul style="list-style-type: none"> • Seeks to understand clients' operating environment and to understand their issues/problems. • Models high standards of service delivery to clients and stakeholders
	Flexibility and Adaptability	<ul style="list-style-type: none"> • Demonstrates flexibility in thinking. • Adapts to and manages the increasing rate of change and copes with ambiguity. • Shows responsiveness to emerging issues. • Challenges the status quo by looking for ways to enhance efficiency and effectiveness
	Continuous learning	<ul style="list-style-type: none"> • Undertake regular review of work practices to identify areas for improvement. • Identifies possible solutions to solve an issue when raising it to the next level. • Takes ownership to raise issues before they become major problems.
	Leadership	<ul style="list-style-type: none"> • Leads projects in areas of responsibility. • Portrays the organisation and work in a positive manner. • Recognises critical issues for the organisation and seeks to address these. • Understands how others perceive them and their role and works to break down perceptions that interfere with effective work interactions
	Knowledge and Experience	<p><i>Essential</i></p> <ul style="list-style-type: none"> ▪ Demonstrated knowledge and extensive experience in the use of contemporary HR practices ▪ Demonstrated ability to provide timely expert HR advice including interpretation of enterprise agreements and policies ▪ Demonstrated ability to deal with confidential and sensitive matters of a complex nature ▪ Demonstrated experience in working and effectively communicating with people at all levels in a large organisation ▪ Proven ability to work effectively in a dynamic team environment, handling a diverse range of enquiries and projects <p><i>Desirable</i></p> <ul style="list-style-type: none"> ▪ Sound knowledge of the Australian higher education sector and the distinctive profile of the University of Adelaide
	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 	

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	<p>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.</p>
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<p>University Expectations</p>	<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 • Read, understand and comply with all University policies and procedures. 	
<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	