

**POSITION DESCRIPTION**

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<b>TITLE:</b>	HR Projects Officer		
<b>FACULTY/OFFICE:</b>	Human Resources (HR)	<b>DEPT:</b>	HR Operations
<b>REPORTS TO TITLE:</b>	Director, Human Resources		
<b>AUTHOR NAME:</b>			
<b>POSITION NUMBER:</b>		<b>HEW LEVEL:</b>	
<b>APPROVED BY:</b>	Director, HR	<b>DATE:</b>	5 Nov 2009

**A POSITION PURPOSE**

The HR Projects Officer provides high level support to the Director HR across a broad range of HR functions and responsibilities, including the preparation of submissions, report writing, project management, coordination of the annual reporting and budget cycle and benchmarking.

**B PRIMARY ACCOUNTABILITIES**

- Research HR issues, develop options and solutions and draft proposals, business cases and policies as required
- Support the HR Director with the scoping of projects, identification of project owners, documentation of project plans and the establishment of project teams
- Contribute to the roll-out of projects; monitor progress and facilitate or lead aspects of implementation as assigned
- Responsible for coordination of input for annual reports and the HR budget; assist with the development of the annual budget
- Responsible for coordination of HR benchmarking activities, collation of data, accurate and timely submissions
- On behalf of the Director, HR, draft papers for submission to the University Council
- Coordinate responses and draft correspondence to internal and external stakeholders on key HR issues
- On behalf of the Director, HR, coordinate and follow through cross-functional activities as required

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- Contribute to the audit of HR policies, procedures, forms and payroll processes to identify key areas for core process improvement
- Contribute to the development of metrics for core HR processes, performance measurement and the administration of surveys to obtain feedback as required
- Any other duties appropriate to this classification as required

### **C REPORTING RELATIONSHIPS**

This position reports to the Director, HR.

While direct supervision of staff is not required, this position may be required to lead or facilitate project teams or working groups from time to time.

### **D ORGANISATIONAL RELATIONSHIPS**

The role regularly interacts with other staff in HR, particularly HR Managers. Other interactions will depend on specific project requirements and may include clients/stakeholders across the University, IT Services and external consultants or providers as needed. Liaison with peers and colleagues in other universities will also be required for benchmarking and research purposes.

### **E SUPERVISION AND INDEPENDENCE**

The position holder makes day-to-day operational decisions to fulfil the requirements of the role. The role will develop project plans, reports and documentation for the consideration of the Director, HR and may recommend specific improvements.

### **F PROBLEM SOLVING AND JUDGEMENT**

The role requires the interpretation of a wide range of University policies and procedures and an understanding of how these interact and impact on University managers and staff. An understanding of relevant external legislation and obligations as they impact on the HR function is also required.

The role will provide critical support to the Director, HR.

### **G RECOURSE TO HIGHER LEVEL**

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The position holder may seek advice from the Director, HR, who provides direction, sets objectives, monitors progress and reviews outcomes.

### **H DIMENSIONS AND DELEGATIONS**

Nil financial delegations

### **I QUALIFICATIONS AND SKILLS**

- Demonstrated HR skills and experience with a sound understanding of a broad range of HR functions and processes
- Proven ability to conceptualise issues, develop options, write and present reports to a high standard
- Strong analytical skills with experience in data collection and analysis
- Project coordination/management skills and experience
- Excellent communication and influencing skills
- High level of accuracy and attention to detail
- High level of computer literacy and working knowledge of Microsoft Word, Excel, PowerPoint and the use of databases and HR systems
- Appropriate qualifications in Human Resources or a related field or equivalent