

Position Description – People and Culture Officer

Updated 26 November 2021

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor	Associate Director People and Culture Services (or delegate)
Classification	Higher Education Officer Level 5
Employment Type	Fixed-Term, Full-Time

POSITION SUMMARY
<p>Under general direction, this position carries out a broad range of responsive and effective People and Culture transactional services for recruitment and employment related matters.</p> <p>The position works in close collaboration with the Recruitment, Payroll and Benefits Services and Business Partnering Teams.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The People and Culture Officer is accountable for:

1. Providing central processing of employment related matters through the Flinders University Human Capital Management system (Workday), including but not limited to:
 - contracts of employment;
 - contract re-engagements;
 - employment variations;
 - allowances including higher duties, topic coordination and market/retention allowances; and
 - non-standard leave requests;
2. Maintaining accurate information in Workday to ensure employees details are correct and current.
3. Providing timely, accurate and consistent processing and expertise on the Enterprise Agreement and related policies as they apply to the above processes.
4. Working in close collaboration with the Recruitment, Payroll and Benefits Services and Business Partnering Teams.
5. Preparing routine and non-routine documentation and correspondence relating to a range of P&C matters.
6. Preparing and collating P&C related data and reports and carrying out relevant research into specific employment matters.
7. Liaising with external agencies (for example research funding bodies, immigration authorities, travel, removal, recruitment and media companies) as required.
8. Ensuring all interactions model a responsive, customer focussed service and performance driven culture and proactively contribute to improvements in P&C transactions and processes.
9. Providing recruitment administrative support as required.
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Combination of relevant experience and/or education and/or training
- Experience working in a transactional/operational role, preferably HR and a genuine interest in working in the HE Sector.
- Exposure to or a demonstrated understanding of P&C administrative processes.
- Well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of staff and the public.
- Demonstrated written communication skills with good attention to detail and a strong commitment to client service.
- Well-developed organisational skills with demonstrated ability to prioritise work, meet deadlines and use initiative.
- A capacity to interpret the prevailing Enterprise Agreement (and associated policies/procedures) and to exercise judgement in consultation with P&C colleagues where appropriate.
- Demonstrated ability to work effectively as part of a team in the delivery of P&C services.
- Demonstrated understanding of, and commitment to, the requirements of confidentiality within a professional work team.
- Demonstrated IT literacy and keyboard skills.
- Demonstrated ability to evaluate administrative systems and procedures and recommend improvements where appropriate.
- Previous experience using Workday (*desirable*).