

Position Description – *People and Culture Officer*

Updated 09/04/2026

POSITION DETAILS	
College/Portfolio	<i>Corporate Services</i>
Organisational Unit	<i>People and Culture</i>
Supervisor (Title)	<i>Recruitment and Employment Services Manager</i>
Classification	<i>Higher Education Officer level 05</i>
Employment Type	<i>Fixed-term, full-time</i>

POSITION SUMMARY
<p>Under general direction, this position delivers a broad range of responsive and high-quality People and Culture transactional services, supporting recruitment and broader employment-related matters.</p> <p>The role works closely with the Recruitment, Payroll and Benefits Services, and Business Partnering teams within the People and Culture division to ensure seamless and efficient service delivery to employees across the university.</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 and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • contribute to the efficient and effective functioning of the team or work unit 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 Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

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KEY POSITION RESPONSIBILITIES

The People and Culture Officer is responsible 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.

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KEY POSITION CAPABILITIES

- Relevant experience and/or education and/or training appropriate to an administrative or People and Culture operational support role.
- Previous professional experience in a transactional or operational support environment.
- Demonstrated ability to work effectively as part of a multi-disciplinary team.
- Exposure to, or an understanding of, People and Culture administrative processes (*desirable*).
- Well-developed interpersonal skills with the ability to liaise effectively with a diverse range of stakeholders.
- Well-developed written communication skills with a high level of attention to detail.
- Sound organisational and time-management skills, including the ability to prioritise competing demands, meet deadlines and use initiative.
- Ability to work within the relevant Enterprise Agreement and associated policies and procedures, and to seek guidance from P&C colleagues when required.
- Demonstrated understanding of, and commitment to, maintaining confidentiality within a professional work environment.
- High level of IT literacy, including strong keyboard skills.
- Demonstrated ability to review administrative systems and processes and recommend improvements where appropriate.
- Previous experience using Workday (*desirable*).

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