

Position Description – People and Culture Advisor

Updated 18 November 2022

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor (Title)	Senior/People and Culture Business Partner
Classification	Higher Education Officer Level 6
Employment Type	Fixed-term, Part-time

POSITION SUMMARY
<p>Under general direction, the position supports the Senior/People and Culture Business Partner with a broad range of P&C activities to an allocated College or Portfolios. This includes ensuring that all P&C policies and processes are operationalised and effective.</p> <p>The People and Culture Advisor is also the first point of contact within the College/Portfolios for the provision of HR advice and for responding to queries on the Enterprise Agreement and associated policies and procedures. The position is also the conduit to the Employment Services Team and ensures that all relevant paperwork is appropriately prepared and forwarded in a timely manner.</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> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The People and Culture Advisor will:

1. Provide responsive, sound advice to staff in an allocated College/Portfolios on a wide range of P&C matters ensuring that Enterprise Agreement, policies and procedures are consistently adhered to.
2. Manage the delivery of high volume, diverse recruitment and contract administration processes in close collaboration with the Employment Services and Recruitment Team, including delivering effective guidance and support in the management of operational issues that impact on staff resources and recruitment.
3. Initiate and action processes in workday as required as part of the workflow and provide education and support to managers and leaders in relation to the workday system.
4. Support the Senior/P&C Business Partner with case management activities as required.
5. Provide support in classification/reclassification activities or review of new or changed positions in line with the Classification Procedure and Enterprise Agreement.
6. Support the administration of change management initiatives with respect to the people management issues to ensure smooth transition and compliance with the Enterprise Agreement.
7. Contribute to process and policy development including undertaking research and analysing HR administration issues by monitoring and reporting on HR data and trends.
8. Facilitate the implementation of cyclical HR activities on an annual basis (i.e. PRD) through communication with and support to the allocated College/Portfolios on the relevant processes, tools and approaches.
9. With direction from the Senior/P&C Business Partner, develop, implement, and manage a broad range of HR projects and initiatives that contribute to the improvement of P&C service delivery across the College/Portfolios.
10. Provide support to and promotion of P&C administrative processes within the allocated College/Portfolios and Central P&C as required, such as academic promotions.
11. Working in close collaboration with other P&C Advisors, College/Portfolios Service Delivery Teams and the Employment Services, Recruitment and Payroll Teams to ensure a consistent high-quality service. P&C Advisors will be required to change college/portfolio allocations from time to time to ensure consistency of service and leave coverage.
12. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification in relevant discipline and/or significant demonstrated skills, knowledge and experience in Human Resources (HR) providing advice on a broad range of HR matters including administrative services and support.
- Demonstrated experience communicating, both verbally and in writing, in a succinct, professional and responsive manner to deliver client centric results.
- Demonstrated experience working with a HRIS, preferably workday.
- Demonstrated ability to deal with confidential and sensitive matters of a complex nature.
- Demonstrated ability to influence and assist staff through change process.
- Experience in organising and undertaking multiple tasks with competing deadlines and in applying effective problem-solving skill to a range of issues including the ability to interpret industrial instruments, analyse HR Data and apply policy and procedure.
- Well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of staff and the public.
- Demonstrated ability to evaluate administrative systems and procedures and being innovative in generating solutions.
- Demonstrated cultural sensitivity and experience of providing services in a diverse environment.
- Sound knowledge of the Australian higher education sector and the distinctive profile of the Flinders University (*Desirable*).