

POSITION DESCRIPTION

JOB TITLE	HR Officer
BUSINESS UNIT	Corporate Services
REPORTING TO	People, Culture & Development Manager
LOCATION	Armidale
AWARD / CLASSIFICATION	Clerks
DATE	April 2022

PURPOSE OF THE POSITION

The HR Officer will contribute to the efficient operation of the HR functions within the Corporate Services Office under the guidance of the People, Culture & Development Manager.

The HR Officer will be responsible for undertaking HR administrative and payroll duties on behalf of the UNE Life People, Culture & Development Team, assisting in providing a range of services across UNE Life such as Recruitment; Workplace Relations; Health and Safety; Payroll, Benefits, Superannuation, and Support; Training and Development; and Workforce Planning and Culture.

ORGANISATIONAL CONTEXT

UNE Life is a wholly owned, not-for-profit entity of the University of New England independently governed by a Board of Directors and managed by a Chief Executive Officer. We are a business dedicated to enhancing the experience of our students, staff and community through the provision of quality and innovative service both on-campus and off campus in the wider Armidale community.

UNELife is divided into five (5) business units:

- Commercial Services - incorporating our retail outlets, restaurant and cafes, catering and cinemas businesses
- SportUNE – incorporating our gym, on campus sporting facilities, and recreational facilities/activities
- Safety, Security & Information
- Event Management
- Corporate Services – finance, governance, information management and human resources.
- Student Experience – incorporating Tune FM (student radio) and Advocacy & Welfare services

Our success to date has been built upon our ability to deliver a financially viable business whilst maintaining a relentless focus on performance and service excellence.

KEY ACCOUNTABILITIES

- Provide administrative support to the UNE Life People, Culture & Development team and provide a customer focused service to clients across all of the UNE Life business areas;
- Assist with payroll processing and associated administration tasks, as required;
- Assist with recruitment processes for UNE Life;
- Assist with employee management within the HRIS;
- Assist in the development, continuous improvement and documentation of HR operational policy and procedures;
- Perform filing of all correspondence and records including archiving and storage of documents in accordance with UNE Life's Record Management Policy and Procedure;
- Be involved in HR projects as required, under the direction of the People, Culture & Development Manager.

Note: it is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.

LEADERSHIP ACCOUNTABILITIES

- Promote UNE Life values.
- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.

KEY RELATIONSHIPS

- Direct Reports:
 - N/A
- External Stakeholders
 - Suppliers
 - Contractors, etc
- Internal Stakeholders:
 - UNE Colleagues
 - UNE Life Colleagues

SELECTION CRITERIA

1. Relevant Certificate qualifications and experience.
2. Demonstrated experience in a range of human resource management functions, including the ability to apply a wide range of policy, procedures and legislation.
3. Demonstrated excellent computer skills with an ability to use HRIS, software applications such as Microsoft Word and Excel, and financial management software appropriate to the position, with a high degree of accuracy and attention to detail.
4. Proven organisational skills including the ability to assess priority of tasks, manage workload and meet multiple (or conflicting) deadlines.
5. Demonstrated ability to exercise judgement and discretion appropriate.
6. Demonstrated ability to be flexible, to work proactively and cooperatively in a small team and to build productive working relationships.



SPECIAL REQUIREMENTS

1. Willingness and ability to be flexible, both in terms of duties and hours of work.
2. Current driving licence and the ability to travel between sites as required.

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

CHALLENGES

Major challenges facing the position are,

- Able to work under pressure, think laterally, react quickly and flexibly and manage competing priorities.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

