

POSITION DESCRIPTION

JOB TITLE	HR Manager
BUSINESS UNIT	Corporate Services
REPORTING TO	Head of People, Culture & Governance
LOCATION	Armidale
AWARD COVERAGE	Award free
DATE	April 2026
JOB CODE	CS09

PURPOSE OF THE POSITION

The HR Manager is responsible for overseeing the efficient and compliant operation of UNE Life's core HR functions, with a primary focus on payroll management and personnel administration. This role provides essential operational HR advice, service, and support, ensuring adherence to relevant NSW legislation and organisational policies under the guidance of the Head of People, Culture & Governance.

ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided across 6 focus areas, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation, to graduation.
- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.
- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.

- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – includes UNE Life Healthcare Centre and other health services/programs.

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

KEY ACCOUNTABILITIES

1. **Payroll Management:** Oversee the end-to-end payroll process, ensuring timely, accurate, and compliant processing of employee salaries, benefits, and superannuation in accordance with modern awards and relevant legislation. Coordinate with finance for reporting and auditing requirements.
2. **Personnel Administration:** Manage and maintain accurate employee records and HRIS data, ensuring compliance with privacy regulations and organisational policies. Coordinate effective onboarding and offboarding processes for all staff.
3. **HR Policy and Procedure Implementation:** Support the implementation and adherence to HR policies and procedures at an operational level, ensuring practices are consistent, fair, and aligned with UNE Life values and Australian employment law.
4. **Employee Support and Relations:** Act as a key point of contact for employee inquiries regarding HR policies, payroll, benefits, and general employment matters. Provide initial guidance and support for employee issues, escalating complex matters to the Head of People, Culture & Governance.
5. **HR Reporting and Analytics:** Prepare and analyse operational HR metrics, including payroll, leave, and personnel data, to support routine reporting requirements and inform continuous improvement initiatives.
6. **Continuous Improvement:** Identify and recommend opportunities for enhancing efficiency, accuracy, and employee experience within operational HR processes and systems.
7. **Award Compliance:** Maintain up-to-date knowledge of the 15+ modern awards applicable to UNE Life, ensuring operational HR practices comply with all relevant clauses and conditions.



8. **Confidentiality & Data Protection:** Ensure the utmost discretion and strict confidentiality in handling all sensitive employee information and personal data, adhering to privacy regulations and UNE Life's policies.
9. **Strategic HR Support:** Assist the Head of People, Culture & Governance with recruitment initiatives, training and development programs, and the annual Performance, Planning & Development Review (PPDR) processes.

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.

KEY RELATIONSHIPS

Direct Reports:

- Corporate Services Officers – for HR related tasks

External Stakeholders

- HR software providers
- payroll service providers
- government agencies (e.g., Fair Work Ombudsman, ATO, SIRA)
- superannuation funds
- workplace advisors

Internal Stakeholders:

- Head of People, Culture & Governance
- UNE Life Colleagues

SELECTION CRITERIA

1. Relevant tertiary qualifications in Human Resources, Business Administration, or a related discipline.
2. Demonstrated experience in a dedicated HR operational role with a significant focus on payroll processing and personnel administration.
3. Sound knowledge of Australian employment laws and regulations, particularly in NSW, and experience applying various modern awards.
4. Proficiency in HRIS and payroll systems, with strong attention to detail and data accuracy.
5. Excellent written and verbal communication skills, with the ability to provide clear and concise HR advice.



6. Proven organisational skills, including the ability to manage competing priorities and meet deadlines in a dynamic environment.

LEADERSHIP ACCOUNTABILITIES

In addition to core responsibilities, the HR Manager is expected to demonstrate the following leadership behaviours:

- Promote a safe, efficient, and effective work environment by fostering a positive and healthy workplace culture.
- Ensure UNE Life meets its legislative and compliance obligations as they relate to operational HR functions.
- Act as a role model for UNE Life values, demonstrating integrity and professionalism in all interactions.

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.

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			

