

POSITION DESCRIPTION

POSITION TITLE:	Senior Human Resources Officer
DIVISION / SECTION:	Corporate Services
SUPERVISOR:	Human Resources Manager
CLASSIFICATION LEVEL:	GSL 7/ GSL 8
SALARY:	\$87,586 - \$109,478
STATUS (FTE):	Fixed-Term, Full-Time (1 year)
DIRECT REPORTS:	0
INDIRECT REPORTS:	0

ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Indigenous Australians, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into real change through effective partnerships in communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

Working as a member of the Human Resources (HR) team, this position will be responsible for the development and implementation of HR initiatives in a range of people management areas to assist Menzies in achieving its strategic objectives through maximising the capability and potential of its workforce. Under the guidance of the HR Manager, this position will contribute to the management of HR policy framework, equity, diversity & inclusion efforts, succession planning and retention strategies. The role will support senior leaders with plans and recommendations that improve performance, development and employee experience.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the supervisor:

1. Consult across the organisation to identify emerging HR trends and provide expert advice and recommendations on the implementation of appropriate measures to ensure optimal delivery of HR services.
2. Identify critical roles and skills gaps and ensure robust succession planning is developed and implemented to meet organisational talent strategies.
3. Actively promote and support new ways of working and continuous improvement within HR to provide a high quality, professional, consistent, and cohesive HR service. This includes: working collaboratively and communicating proactively; understanding the needs of, and monitoring feedback from stakeholders; and identifying and advancing opportunities to enhance service delivery and staff experience.
4. Support leaders to effectively manage and resolve complex people issues such as conflict, grievance, conduct and performance management matters.
5. Provide tactical industrial advice and support on relevant employment legislation, the Enterprise Bargaining process and other workplace requirements.
6. Maintain knowledge of contemporary HR practices, compliance and legislative requirements.

7. Assist in implementing inclusion strategies such as: becoming an Employer of Choice; Gender Equality initiatives; reporting as required; and developing attraction, retention and networking strategies for target groups.
8. Make presentations and provide training on workplace issues, contemporary industrial relations practices and others as required to all levels of employees.
9. Collaborate with relevant stakeholders and contribute to activities and initiatives as set out in Menzies Aboriginal and Torres Strait Islander Employment and Development Strategy, including attraction and retention to maximise positive outcomes in employing and retaining of Aboriginal and Torres Strait Islander peoples.
10. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Additional responsibilities for GSL 8:

11. Develop and lead outlined HR initiatives, ensuring all necessary actions, steps and activities are planned and managed to achieve desired outcomes within established timelines.
12. Identify process improvement opportunities and lead the implementation of initiatives to optimise the effectiveness of HR services.

SELECTION CRITERIA:

Essential:

1. Completion of Degree with at least four (4) years subsequent relevant experience or an equivalent combination of relevant experience and/ training.
2. Sound generalist knowledge across the range of HR practice including recruitment and selection, relocation, remuneration and benefits, performance management, employee relations, organisational development, and equity, diversity and inclusion initiatives.
3. Extensive experience in handling employment matters including performance, conduct, grievance and investigation processes effectively.
4. Ability to exercise situational judgement, think creatively and be proactive in providing solutions to complex HR matters.
5. Ability to influence and manage multiple stakeholders at all levels.
6. Strong communication skills (both verbal and written), strong attention to detail, and highly developed analytical thinking skills.
7. Understanding of legal and regulatory requirements including familiarity with the Enterprise Bargaining process.

Additional essential selection criteria for GSL 8:

8. Postgraduate qualifications or progress towards postgraduate qualification and extensive relevant experience or an equivalent combination of relevant experience and/ training in Human Resources.
9. Project management and evaluation capability with substantial experience and demonstrated capacity to coach senior managers.
10. Proven ability to use metrics and workforce planning and management to drive impact.
11. Prior experience in leading implementation of key HR initiatives in mid to large organisations.

Desirable:

1. Experience in working with a Medical Research Institute or similar organisation or environment.

<u>GSL 7/8</u>		
PACKAGE COMPONENT	Minimum Value GSL 7/1 (\$)	Maximum Value GSL 8/4 (\$)
Gross Salary (position advertised across General Staff Levels 7 and 8)	87,586	109,478
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	12,262	15,327
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,550 Meal Entertainment Card.)	9,765	9,765
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment))	1,607	1,607
Total Salary Package	111,220	136,177