UNIVERSITY OF NEW SOUTH WALES
POSITION DESCRIPTION

Position title: Human Resources Consultant (Arts and Social Sciences)
Classification: Broadbanded 6/7
Faculty/Division: Human Resources Division, DVC (Academic)
Drafted: Paul Stewart, Senior Manager, Human Resources
Date: November 2005 (new position)
Approved: Neil Morris, Director Human Resources

Job Purpose
To provide a dedicated human resource specialist service within the Faculty of Arts and Social Sciences. The position specifically exists to interpret, implement and administer the University’s HR policies and procedures at the Faculty level in accordance with the Service Level Agreement, models of good practice and the particular requirements of the Faculty.

Indicative Responsibilities At Level 6
Major roles include managing, overseeing or undertaking HR client services in relation to:
- Advertising, recruitment and induction (especially management of interstate and international logistics for candidates and committee members),
- providing advice on HR policies especially recruitment and options for filling positions,
- job design/redesign, documentation and evaluation
- Academic promotions
- Vice-Chancellor’s teaching awards;
- Professorial supplementation applications
- Scientia professorship applications and Fellowship applications
- monitoring and reporting to the Dean on staff training and career development needs,
- initial level counselling and problem-solving advice to supervisors and Heads of Schools in the management of academic and general staff,
- Provide advice and administration of staff exits including interviews, preparation of pre-retirement contracts and resignations,
- Administer Faculty’s Special Studies Program (SSP),
- Monitoring and administering of employment contracts in accordance with requirements of the UNSW Enterprise Agreements,
- Manage the appointment and oversee the orientation and induction of new staff
- Provide and interpret reports from NSS HR for the Dean, Heads of School and Faculty Executive Officer

Additional indicative responsibilities @ Level 7 may include:
Duties at the higher level will arise because of the confidence of the Dean and Faculty Executive Officer in the competence of the position holder and may extend to:
- Serving on selection committees for key or senior positions as the Dean’s nominee with a view to safeguarding both the process and outcome.
- Support, coach and guide new supervisors or Heads of Schools in meeting their additional staffing and related responsibilities, and ensuring that new Heads of School are fully briefed with regard to HR policies as they affect staff recruitment and management.
- Develop innovative and tailored Faculty staffing solutions within the UNSW HR framework that suit the business needs of the Faculty/Schools well
- Undertake individual and/or team project work for either the Faculty or HR Division, which requires leadership amongst peers.
Reporting Relationships
The position reports directly to the Senior Manager Human Resources – who is located in the Chancellery. The Faculty Executive Officer is seen with the Dean as the two major clients.

The position of HR Consultant has no subordinate staff.

Statistics
The Faculty of Arts and Social Sciences has twelve Schools with approximately 320 staff headcount (230 academic staff and 90 general staff). This position does not exercise any financial delegations. In 2006 the Faculty will be undergoing substantial restructure with a view to having five Schools.

Principal Accountabilities at Level 6
- Managing recruitment and selection processes effectively within the Faculty that model good practice and are compliant with relevant legislation, regulations and University policy
- Completing new staff processes efficiently and effectively
- Faculty staff well satisfied with local HR client service
- Coach junior HR staff in practices and policies

Additional accountabilities and challenges @ Level 7 may include:
- Faculty recruitment and selection is perceived as excellent, ethical and equitable in both process and outcome
- HR Systems and related data are used to identify Faculty HR issues, develop options and innovations that inform the Dean and/or HR Director of potential solutions to emerging issues
- Various HR and related issues are integrated into a Faculty specific operational strategy
- Advising on effective change management and appropriate liaison with Industrial Relations Unit staff and Faculty management
- Key faculty and related stakeholders are identified and informed of HR developments to create seamless service and polished solutions.
- Develop expertise in an area of HR practice or policy to assist whole of HR@UNSW

Nature and Scope of position including environment and context
The position must serve the University’s human resource function at the Faculty level – understanding and interpreting comprehensive and complex University policies, industrial instruments, regulations and the various employment laws so that they can be applied effectively in the local Faculty context.

The position reports to a Senior Manager, HR located elsewhere, and the position occupant must work cooperatively and collaboratively in the Faculty. The position holder would be expected to build strong and effective professionally relevant networks across the Faculty and HR Division.

The position holder is expected to have a good knowledge of human resources (including law, policies and procedures) as well as the ability and judgement to source specialist assistance as required. Additionally, the position holder is required to develop an understanding of the particular dynamics of structure, program and personalities within the Faculty so as to provide a tailored and effective HR service that meets the needs of the Dean and the Faculty generally.

The position holder must exercise complete discretion and absolute confidentiality as HR matters are often personal or sensitive.
Room for Judgement or type of Constraints

Comprehensive legislation, regulations, policies and procedures exist in relation to employment generally as well as specifically for the University of New South Wales. The position holder must work within these boundaries to develop options that meet the Dean’s and the Faculty’s staffing needs. The position holder must advise supervisors on HR matters even though the position itself does not supervise staff.

Professional leadership and direction is provided by the Senior HR Manager augmented with day-to-day relationship with the Faculty Executive Officer. Significant matters outside HR Policy are referred to the Senior HR Manager. Significant matters affecting the Faculty are referred to the Dean or Faculty Executive Officer.

Peer and professional support can be obtained from the large number of Faculty Human Resource Consultants that exist across the University.

Selection Criteria

1. Appropriate Diploma/Advanced Diploma qualifications in human resources plus previous work experience in human resources, or in a tertiary educational environment or Faculty OR
   Relevant tertiary qualifications in HR at graduate or post graduate level.
2. Good skills in using office software including email, word processing, spreadsheets, and the internet
3. Experience in using computerized HR systems, including data entry, validation and retrieval
4. Ability and/or experience in providing an HR or other relevant service to supervisors, staff or other clients
5. Experience in the provision of advice to supervisors and managers on HR and related matters OR experience in supervision
6. Ability to work within the Faculty but report to a functional manager located elsewhere
7. Ability to set priorities and manage workflow independently.
8. Ability to manage processes and coach others in the administration of HR policies and procedures
9. Good interpersonal skills and ability to write documentation
10. Understanding of the relevant employment law, regulations and policies that govern a Faculty within the University of New South Wales
11. Ability to identify HR issues, develop options and recommend action to the Dean, Senior Manager HR or Director HR which is well researched, appropriate, timely and relevant.
12. Commitment to good management practice particularly occupational health and safety, employment equity and valuing diversity in the workplace.