Staffing Officer (HR Advisor)
Staffing
Sydney Campus

Candidate information pack
notredame.edu.au
ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

The Objects of the University are:

a) the provision of university education, within a context of Catholic faith and values; and

b) the provision of an excellent standard of –
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment
POSITION DETAILS

Position title  Staffing Officer (HR Advisor)

School/Office  Staffing

Location  Sydney Campus (Broadway)

Employment type  Part-time (0.9), Continuing

Remuneration  $97,195 pa (Level 6), inclusive of $79,919 salary pa, 13% superannuation and 17.5% annual leave loading

Closing date  21 January 2020

About the role
Be part of a team committed to providing quality HR advice, guidance and support across the employee lifecycle. Build and maintain collaborative, customer-focused relationships with Schools and Departments to support them meet their workforce requirements.

Duties include:
• Provide advice on policy interpretation, performance management and grievance handling
• Manage recruitment end-to-end and induction
• Process contracts, administer leave and manage employment related queries
• Review and develop policy, procedures and play a key role in supporting projects

Enquiries about the role
For further information about the role, please contact Gail Bool, Manager, Staffing on (02) 8204 4395 or gail.bool@nd.edu.au

How to apply
Submit your application via SEEK

Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.

For further information on how to prepare your application visit notredame.edu.au/about/employment/how-to-apply

Aboriginal and Torres Strait Islander people are encouraged to apply.

The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.
DUTY STATEMENT
The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the Manager, Staffing.

The duties of the position include, but are not limited to:

1. Building and maintaining collaborative, customer-focused relationships with Schools and Departments to support their workforce requirements;
2. Providing advice and guidance on all employment related queries, including interpretation of the University’s enterprise agreement, policies and procedures;
3. Providing advice and guidance on the management of a broad range of people management processes, including grievances, ill health and performance management matters;
4. Managing recruitment and selection processes from end-to-end;
5. Processing contracts of employment and variations;
6. Inducting new staff and assisting with immigration and relocation processes;
7. Administering leave management and separation processes;
8. Supporting and administering the performance development and review processes, including probation, professional development and annual reviews;
9. Maintaining accurate employee records on HR systems (PeopleSoft), Staff Files and other tools;
10. Reviewing and developing procedures and policies, undertaking monthly reporting, audits and special projects as required;
11. Participating in the planning and implementation of Staffing events;
12. Other duties as required by the Manager, Staffing.

ORGANISATIONAL CHART
SELECTION CRITERIA

Essential

1. Supportive of the **Objects** of Notre Dame as a Catholic University.

Qualifications and Experience:

2. Degree in Human Resources or a related field and/or equivalent combination of training and experience.

3. Previous experience providing HR advice and guidance in a similar role.

Knowledge, Skills and Abilities:

4. Effective communication, interpersonal and conflict resolution skills, including demonstrated experience building trusted working relationships across a range of stakeholders.

5. Strong problem solving skills and initiative, including previous experience in dealing with HR/IR cases, navigating ambiguity and working with others to address complex issues or queries.

6. Demonstrated experience proactively identifying and implementing continuous process improvements.

7. Well organised and able to juggle competing priorities.

8. Proven effective team working skills and ability to work independently.

9. Excellent working knowledge of MS Office products and HR systems.