

<b>POSITION TITLE</b>	<b>HR Advisor (Band 2)</b>
<b>POSITION TERM</b>	<b>Ongoing</b>
<b>FUNCTION / DEPARTMENT</b>	<b>Operations</b>
<b>REPORTING MANAGER</b>	<b>Senior HR Business Partner</b>
<b>No. DIRECT REPORTS</b>	<b>0</b>
<b>LOCATION</b>	<b>Melbourne</b>
<b>APPROVED BY</b>	<b>Dean &amp; CEO</b>
<b>APPROVAL DATE</b>	<b>19 November 2024</b>

## **ABOUT ANZSOG**

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

The School delivers education programs, accredited and non-accredited (customised and open-to-market professional learning), research and a range of related services to build capability in and support effective ethical public governance, administration and public policy. It brings together academic and practitioner experts from across our member governments and around the world to cater to current government and public sector learning and development needs and anticipate and address future government and public sector challenges.

## **ABOUT THE POSITION**

The HR Advisor is a pivotal role, reporting to the Senior HR Business Partner, and working closely with the Dean & CEO, ANZSOG executive team, and staff to achieve the School's human resources objectives. Key responsibilities include advising on HR policies and procedures, supporting recruitment and onboarding processes, and contributing to the development and implementation of HR strategies that align with ANZSOG's goals. The HR Advisor ensures compliance with current legislation and best practices, manages the end-to-end recruitment process, and supports employee relations by providing guidance and support to managers and staff.

Additionally, the HR Advisor fosters a positive and inclusive workplace culture, promoting open communication and collaboration among staff. This includes addressing and resolving workplace conflicts, conducting investigations, and ensuring fair and consistent handling of employee relations matters. The role also supports performance management processes and contributes to various HR projects and initiatives aimed at improving HR practices.

By supporting the Senior HR Business Partner, the HR Advisor serves as a trusted source of advice on HR matters. They will have a high level of drive, integrity, and accountability, and be eager to identify and respond to new and emerging strategic and operational issues. With well-developed verbal and written communication skills, the HR Advisor will be confident in negotiating with and influencing others, taking initiative, and working with limited supervision while exercising sound judgment in

supporting initiatives carried out by the Office of the Dean & CEO.

### **KEY FUNCTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES**

- HR Policy and Procedure Management: The HR Advisor will provide expert advice and support on HR policies and procedures, ensuring they are up-to-date and compliant with current legislation. This includes regularly reviewing and updating policies to reflect changes in the legal landscape and organisational needs. The HR Advisor will also be responsible for communicating these policies effectively to all staff and ensuring consistent application across ANZSOG.
- Recruitment and Onboarding: The HR Advisor will manage the end-to-end recruitment process, including drafting job descriptions, posting vacancies, screening candidates, coordinating interviews, and facilitating the onboarding process. They will work closely with hiring managers to understand their needs and ensure that the recruitment process is efficient and effective in attracting and retaining top talent. The HR Advisor will also ensure that new employees are smoothly integrated into ANZSOG, providing them with the necessary resources and support to succeed in their roles.
- Employee Relations: The HR Advisor will assist in managing employee relations issues, providing guidance and support to managers and staff. This includes addressing and resolving workplace conflicts, conducting investigations, and ensuring that all employee relations matters are handled in a fair and consistent manner. The HR Advisor will also play a key role in fostering a positive and inclusive workplace culture, promoting open communication and collaboration among staff.
- Performance Management: The HR Advisor will support the performance management process, including the development and implementation of performance appraisal systems. They will work with managers to set clear performance expectations, provide regular feedback, and conduct performance reviews. The HR Advisor will also assist in identifying and addressing performance issues, providing coaching and support to help employees improve and succeed in their roles.
- HR Projects: The HR Advisor will contribute to HR projects and initiatives aimed at improving HR processes and practices. This includes participating in the development and implementation of HR strategies that support ANZSOG's mission and goals. The HR Advisor will also be involved in various HR initiatives, such as employee engagement surveys, diversity and inclusion programs, and organisational development projects, ensuring that these initiatives are aligned with the ANZSOG's strategic objectives.

### **MANAGEMENT**

This role does not have staff management responsibilities.

### **ABOUT YOU**

The HR Advisor will bring a blend of experience, skills, and personal attributes that align with the ANZSOG's values and mission. They will demonstrate strong leadership and stakeholder engagement abilities, strategic thinking, and excellent problem-solving capabilities. Their effective

communication skills will enable them to convey complex information clearly and concisely, and they will excel in fostering a collaborative and inclusive work environment. Their proactive and strategic approach will be essential in navigating complex HR issues with professionalism and integrity.

#### **QUALIFICATIONS / EXPERIENCE**

- A minimum of 3-5 years of experience in an HR advisory role, with a proven track record of successful engagement with senior-level stakeholders.
- A tertiary qualification is required, with a preference for Human Resources, Business Administration, or a related field.
- Previous experience managing HR functions, including recruitment, onboarding, and employee relations. Experience in a multi-member organisation or group will be highly regarded.

#### **SKILLS / COMPETENCIES**

- Demonstrate strong leadership abilities, effectively guiding and influencing others to foster a collaborative and inclusive work environment.
- Excel in engaging with and managing relationships with various stakeholders, ensuring effective communication and collaboration across the organisation.
- Possess the ability to think strategically, contributing to the development and implementation of HR strategies that align with ANZSOG's goals and objectives.
- Strong problem-solving skills, proactively identifying and resolving HR issues with professionalism and integrity.
- Exhibit excellent verbal and written communication skills, capable of conveying complex information clearly and concisely to diverse audiences.

#### **ANZSOG VALUES**

ANZSOG is a values-based organisation which means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, and we aim to ensure that they infuse our behaviours and attitudes as members of the ANZSOG community.