

## Position Description – People and Culture Advisor

Updated 20 November 2024

POSITION DETAILS	
College	College of Medicine and Public Health
Organisational Unit	Rural and Remote Health
Supervisor (Title)	People and Culture Business Partner (or delegate)
Classification	Higher Education Officer Level 6
Employment Type	Fixed term, part-time
POSITION SUMMARY	
<p>Under general direction, the position supports the People and Culture Business Partner with a broad range of People and Culture (P&amp;C) activities within Flinders University, Rural and Remote Health. This includes ensuring that all P&amp;C policies and processes are operationalized and effective.</p> <p>The People and Culture Advisor is also the first point of contact within Rural and Remote Health NT and SA for the provision of P&amp;C advice and for responding to queries on the Enterprise Agreement and associated policies and procedures. The position is also the conduit to the Employment Services team and the Recruitment team and ensures that all relevant processes are followed, and documentation completed appropriately and in a timely manner.</p> <p>The position will be located at either Alice Springs or Darwin campus in the Northern Territory, but responsible for working across a large geographically dispersed team and will require an understanding of working within the rural and remote context.</p>	
UNIVERSITY EXPECTATIONS AND VALUES	
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are required to be fully vaccinated against COVID in line with the NT Health policy.</i></p>	

*Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.*

## KEY POSITION RESPONSIBILITIES

The People and Culture Advisor will:

1. Provide responsive, sound advice to staff in on a wide range of P&C matters ensuring that Enterprise Agreement, policies and procedures are consistently adhered to.
2. Support leaders with vacancy management processes in preparation for recruitment and contract administration processes in close collaboration with the Employment Services and Recruitment Team, including delivering effective guidance and support in the management of operational issues that impact on staff resources and recruitment.
3. Provide excellent service ensuring effective relationship management with our stakeholders
4. Initiate and action processes in workday as required as part of the workflow and provide education and support to managers and leaders in relation to the workday system.
5. Support the P&C Business Partner with case management activities as required.
6. Provide support in classification/reclassification activities or review of new or changed positions in line with the Classification Procedure and Enterprise Agreement.
7. Support the administration of change management initiatives with respect to the people management issues to ensure smooth transition and compliance with the Enterprise Agreement.
8. Contribute to process and policy development including undertaking research and analyzing P&C administration issues by monitoring and reporting on P&C data and trends.
9. Facilitate the implementation of cyclical P&C activities on an annual basis (i.e. PRD) through communication with and support Flinders University Rural and Remote Health on the relevant processes, tools and approaches.
10. With direction from the P&C Business Partner, develop, implement, and manage a broad range of P&C projects and initiatives that contribute to the improvement of P&C service delivery.
11. Provide support to, and promotion of P&C administrative processes to College and the broader P&C team as required, such as academic promotions.
12. Working in close collaboration with other P&C Advisors, College/Portfolios Service Delivery Teams, Employment Services, Recruitment and Payroll Teams to ensure a consistent high-quality service.
13. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- Tertiary qualification in relevant discipline and/or significant demonstrated skills, knowledge and experience in P&C providing advice on a broad range of P&C matters including administrative services and support.
- Demonstrated experience communicating, both verbally and in writing, in a succinct, professional and responsive manner to deliver client centric results.
- Demonstrated experience working with a HRIS, preferably workday.
- Demonstrated ability to deal with confidential and sensitive matters of a complex nature.
- Demonstrated ability to influence and assist staff through change process.
- Experience in organising and undertaking multiple tasks with competing deadlines and in applying effective problem-solving skill to a range of issues including the ability to interpret industrial instruments, analyse P&C Data and apply policy and procedure.
- Well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of staff and the public.
- Demonstrated ability to evaluate administrative systems and procedures and being innovative in generating solutions.
- Demonstrated cultural sensitivity and experience of providing services in a diverse environment.
- Sound knowledge of the Australian higher education sector and the distinctive profile of the Flinders University (Desirable).
- Demonstrated commitment to fostering a positive workplace culture, and role modelling behaviors that support the University's Reconciliation Action Plan (RAP) and commitment to enhancing educational and research advancement of Aboriginal and Torres Strait Islander people.