Position Title: HR Senior Project Officer, Strategic Projects and Policy

Position Number: 8322

Position Classification: HEW Level 9

Organisational Unit: Office of People and Capability
University Operations

Location: Casuarina Campus

Tenure: Continuing full-time appointment

Responsible to: Deputy Director, People Strategy & Capability

Employment Conditions: Remuneration Package – HEW Level 9

- Base salary of $100,148 – 105,803 per annum plus superannuation employer contribution of 17%,
- District Allowance may apply.
- Conditions include 6 weeks annual leave.
- May be required to travel and work from other CDU Campuses from time to time.

Business Unit Environment
The Office of People and Capability (OPC) is a key service provider to the University, critical to achieving strategic goals through people. This cannot be done without high levels of staff energy, skills and cooperation. The OPC assists University leadership to develop the culture and systems for people to flourish and contribute to their full potential. To do this, OPC provides the full range of people management services to all CDU managers and staff and proactively develops the external relationships with the community of potential applicants, regulatory bodies and service providers. OPC helps advance key people strategies including attraction and retention, reward and recognition and wellbeing. It offers HR services in partnership with managers and staff including training and leadership development, recruitment, business analytics, payroll, emergency management, safety, wellbeing and employee relations.

The Role
The Senior Project Officer leads significant University projects in a range of people management areas to assist the University to achieve its strategic objectives through maximising the capability and potential of its staff. The role is responsible for the development and management of the HR policy framework and the development and implementation of the University staff equity strategy. Projects are initiated and delivered in collaboration with the OPC specialist areas and with the input of the Client Services staff. The Senior Project Officer manages a Project Officer and has matrix responsibility for staff allocated to various projects from other teams. Projects may include, but are not limited to, workforce planning, implementation of employer branding, staff surveys, 360 feedback, succession planning, maximising performance, and retention strategies. Projects are generally determined and prioritised in conjunction with the University executive.

Key Accountabilities
The following Key Accountabilities are not exhaustive and may include others from time-to-time.
Strategic Leadership

- Responsible for the development and implementation of the University HR policy framework; including consultation, writing, implementation, communication and review of all policy and identifying the need for new policy areas.
- Plan, consult, monitor and evaluate key HR projects in a wide range of areas which include but are not limited to workforce planning, implementation of employer branding, staff surveys, 360 feedback, succession planning, maximising performance, and retention strategies.
- Undertake research on emerging people issues and develop reports for the Director and Executive.
- Implement projects within the University in conjunction with other areas of OPC.
- Develop a project management system within OPC.
- Develop and implement the University Staff Equity strategy, which includes seeking Employer of Choice for Gender Equality status, reporting as required and developing attraction, retention and networking strategies for target groups including people with disabilities and those from non-English speaking backgrounds.
- Collaborate with staff of the Indigenous Leadership division to maximise positive outcomes in employing and retaining indigenous staff.
- Set up an effective exit interview process and analyse turnover and exit interview data and inform the Executive and Client Services Unit staff of emerging issues and opportunities.
- Lead and coach the Project Officer and staff of OPC in undertaking strategic projects and build skills in project management and reporting.

Liaison and Communication

- Form a strong partnership with the Governance team which manages the University policy framework.
- Work constructively with the senior team and the Client Services Units in OPC to deliver fit for purpose HR policy and integrated services to managers.
- Ensure that managers and staff are well informed about HR policy and as needed, the development and implementation of key projects.

Knowledge and Proficiency

- Knowledge and expertise in contemporary approaches to HR policy and strategy.
- Project management and evaluation skills.

Key Selection Competencies

1. Education, training and/or relevant experience equivalent to a completion of a degree in Human Resources or related area.
2. High levels of knowledge and experience in strategic approaches to managing people within organisations.
3. Project management and evaluation capability.
4. Experience in developing and delivering HR policy and processes in a complex organisational environment.
5. Research, analytical and numerical skills of a high order.
6. Substantial leadership capability and experience and demonstrated capacity to coach others in leadership.
7. Demonstrated ability to build credibility with senior management clients and other stakeholders and engage and communicate effectively, orally and in writing.
8. Demonstrated commitment to leading for the highest quality of customer service, working in partnership with clients to find workable solutions.
Desirable Selection Competencies

1. Understanding of the University environment.

Closing date: 29 March 2016

CONTACT DETAILS
Enquiries regarding this position can be directed to Leonie Sacilotto – Executive Assistant - OPC on 08 8946 6944.

SUBMITTING AN APPLICATION
Applications should clearly state which position you are applying for and include a CV and covering document that addresses your strengths in relation to this role, and the Selection Competencies.

All applications can be emailed to Leonie Sacilotto - Executive Assistant, OPC at directorpc@cdu.edu.au. Enquiries are directed to 08 8946 6944.

Please note: Emailed applications will only be accepted for these HR vacancies to ensure the strictest of confidentiality for all applicants. Applications for any other vacancies need to be submitted through the CDU Jobs@CDU website and follow the online application process.

ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE ARE STRONGLY ENCOURAGED TO APPLY

The University reserves the right not to proceed in making an appointment or to appoint by invitation. The University is an Equal Opportunity Employer and maintains a smoke-free environment.