

POSITION DESCRIPTION

NAME:

JOB TITLE: Human Resources Manager

PRIMARY JOB PURPOSE:

To provide a complete Human Resources function, supporting all NeuRA staff and students.

REPORTING

This role is a stand-alone human resources position, working autonomously and reporting into the Chief Operating Officer.

ACCOUNTABILITIES: Key areas of responsibility

Neuroscience Research Australia - NeuRA - is a medical research institute that is a not-for-profit charity working to prevent and cure disease and disability of the brain and nervous system. NeuRA has approximately 248 (head count) and 191 (FTE) employees, which comprise research, operational and foundation staff, in addition to higher degree students, conjoint appointments, associates, etc. The NeuRA HR Manager role will be responsible for the following duties:

On-boarding and terminations

- Set-up of new employee information on iCHRIS, working in collaboration with the Finance Officer (Payroll & AP) to set up payroll information.
- Preparation and distribution of employment contracts for new employees, contract renewals, conjoint, honorary and visiting appointees.
- Providing advice and training to group leaders and senior staff to aid them in the recruitment process (staff appointment requests, position descriptions, appointment level, interview process, referee checks, offers and negotiations).
- Placing advertisements on standard recruitment sites and ensuring recruiting staff get direct access to applications.
- Orientation of all new staff and students, including Welcome packs, security and access setup.
- Overseeing staff exit processes and conducting exit interviews.
- Preparation of Sponsored Workers/Trainees visa application documentation and lodgement to Department of Immigration and Border Protection. Providing direction and advice to staff to ensure compliance.
- Organise Criminal Record Checks as required.

Remuneration, staff development and contract management

- Monitoring staff increment and contract end dates, and advising group leaders/managers accordingly.
- Renewal of staff contracts in a timely manner and in line with NeuRA approval processes.
- Monitoring and managing staff leave accumulations within NeuRA's policies and providing leave status advice to staff and escalating as appropriate to group leaders/managers.
- Providing performance review procedure advice, as needed by staff, with a view to streamlining this process through a course on NeuRA's e-learning platform Moodle.
- Collaborate with the Finance Officer (Payroll and AP) in relation to interpretation of awards.
- Annual revisions to staff salary increments.
- Provide information on salary packaging options.
- Source training providers as applicable, within training budgets.

Streamlining and maintenance of HR systems

- Maintain HR data on NeuRA's iCHRIS HR system and maintain up-to-date HR records, ideally moving NeuRA to digital filing systems.
- Develop and roll out Intelligent Workflows on iCHRIS, to automate HR functionality and improve HR services.

- Develop on-line training resources for provision through NeuRA's e-learning platform, Moodle, as requested for:
 - Staff development e.g. training for staff management, performance management, etc.;
 - On-boarding inductions (working with NeuRA's WHS and buildings staff);
 - FAQs on frequent HR topic enquiries from staff and students e.g. recruitment, visas etc.;
 - HR policy training e.g. bullying and harassment, code of conduct, conflicts of interest in the workplace, etc.; and
 - Other applications of the Moodle site that aid in streamlining HR function.
- Develop, in collaboration with IT, the HR ticket system to allow for ease of use for group leaders/managers and all general staff requests.
- Document HR processes and procedures to enable HR function backup during leave.

Reporting

- Provide Executive with regular and timely HR reports e.g. management of annual leave accruals report, contract end dates, equity and diversity, FTE and Head Count, etc. automating provision via iCHRIS where possible.
- Provide *ad hoc* reports as requested by COO.

General human resources support

- Provide advice and draft, review, update and maintain NeuRA HR policies and procedures in line with best practice.
- Dealing with NeuRA staff and student HR enquiries and providing HR advice where needed.
- Provide on-site expertise in relation to NeuRA's HR system iCHRIS.
- Manage and respond to HR tickets raised using the HR ticket system in a timely manner.
- Liaison with supervisors and staff regarding conflict resolution.
- Preparation and lodgement of Workers Compensation claims.
- Oversee and manage the HR budget.

Other

- Other duties as required by the COO/CEO from time to time.

CORE COMPETENCIES/REQUIREMENTS/EXPERIENCE:

- A degree level qualification in human resources and minimum 5 years' experience in a role at a similar level, or equivalent work experience in human resources, ideally in an academic or research environment.
- Technologically astute and capable, with experience in systems automation and improvement being highly desirable. In addition it is highly desirable for proficiency in the following:
 - iCHRIS;
 - Moodle;
 - MS Office; and
 - General computer skills.
- Prior experience in designing training content is highly desirable.
- Prior experience in providing employer visa support is important.
- A thorough understanding of employment legislation, including the fair work act and state based legislation.
- A high degree of confidentiality and discretion.
- Strong interpersonal skills with the ability to build relationships with a wide range of NeuRA staff and stakeholders e.g. Government bodies, corporate entities, software providers.
- Superior organisational skills with the ability to manage multiple deadlines effectively.
- Numeracy skills with and a high degree of attention to detail.
- A flexible and hands on approach.
- Ability to work as a member of the senior NeuRA team and to support all NeuRA endeavours.

OUTCOMES/DELIVERABLES (Measurable Output):

- Provision of a high level of service to staff regarding all Human Resources functions.
- Streamlined HR functions and automation of HR processes.
- Reliable and timely responses to enquiries and report and other deadlines being met.

- Customer satisfaction, a reputation for reliability among staff, students and stakeholders.

KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:

- All NeuRA staff and students
- Frontier staff and iCHRIS support services and helpdesk
- UNSW Human Resources department
- Department of Immigration and Border Protection
- Allianz Worker's Compensation
- Australian Tax Office

WHS RESPONSIBILITIES:

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions