



POSITION DESCRIPTION

Position Title:	Human Resources Advisor
Cluster / Business Unit / Division	Chief Operating Officer Group (COOG)
Section or Unit:	People Performance & Capability (PPC)
Job Family:	Human Resources
Band:	Band 5
Position Description Number:	PD-2421
Job Family:	Human Resources
Work Contract Type:	Administrative, Professional
STEMM/NON-STEMM	Non STEMM

POSITION PURPOSE

The Human Resources (HR) Advisor is a key role within the PPC team whose responsibilities include supporting the management of a broad range of people related activities, such as assistance with position descriptions, job evaluation, organisational structural changes, change management, workforce planning, talent and succession planning, case management, research on best practices and systems and analytics.

The position delivers these services whilst ensuring compliance with all relevant policies, statutory requirements and best practice.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia’s most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The People, Performance and Capability (PPC) function forms part of the Chief Operating Officers Group (COOG) and comprises the functions of Recruitment, Training & Development, Industrial Relations and a team of Senior HR Business Partners. The PPC pillar upholds the professional standards of the organisation by providing leadership to the business on key people-issues; provide advice, support and guidance to managers on the application of the standards, and advocates for employees. This unit contributes to the design and manages the implementation of key projects to continuously improve the organisation’s people processes and frameworks.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Providing a variety of services and support across a range of human resources activities which includes supporting the design and implementation of organisational solutions and key operational change programs and advocating the change processes to employees and managers.
- In conjunction with the Senior HR Business Partners assist with new Position Description, revision and job evaluation processes which includes participation in the job evaluation process.
- Support the job matching process in relation to all annual salary survey reviews.
- In conjunction with the Senior HR Business Partner assist with the preparation, communications and calibration for the cyclical talent and succession planning and performance appraisal cycles.
- In conjunction with the Senior HR Business Partner provide guidance and support to line managers on employee development plans, in particular for Business Critical and Nuclear Baseline roles.

- Assist the Senior HR Business Partner with IR case management, including maintaining LEX with regular updates, preparing documentation and minute taking.
- Support the relevant SuccessFactors modules, including performing UAT, gaining and sharing knowledge of system enhancements and undertaking reporting.
- Undertake research and make recommendations aligned with best practice on People related policies, procedures and practices, including maintaining controlled documents.
- Develop common instructional methods and aids that provide clear direction and guidance to leaders, managers and employees.
- Assist Senior HR Business Partners with divisional related projects.
- Provide training and support to the business areas in relation to people systems, (People Hub, dashboards and reporting tools) processes, policies and programs.
- Assist the Senior HR Business Partner with SAP position management including liaison with HRSS regarding the creation, delimitation, repurposing and reconciliation of SAP positions.
- Undertake additional relevant duties from time to time, and during periods of leave of other staff.

Decision Making

- The position is fully accountable for the accuracy, integrity and quality of the content of support provided to the Senior HR Business Partners and General Manager People, Performance & Capability.
- The position is accountable for the advice and information related to people practices and general people advice to managers and employees.
- Determines key work priorities within the context of agreed work plans and will consult with the Senior HR Business Partners on complex, sensitive and major issues that have a significant impact on PPC.
- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence and interdependencies in determining how to achieve objectives of the unit, including deciding on methods and approaches.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Delivering a range of people services, often with tight deadlines, limited resources and the need to manage competing priorities.

KEY RELATIONSHIPS

Who	Purpose
Internal	
General Manager, People, Performance and Capability	<ul style="list-style-type: none"> • Receive guidance and provide regular updates on key work assignments, issues and priorities • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Senior HR Business Partner Team	<ul style="list-style-type: none"> • Receive guidance and direction • Recommend and gain endorsement for plans and goals and other initiatives • Provide consistent and accurate reports and information

	<ul style="list-style-type: none"> • Maintenance of documentation • Support team members to work collaboratively to contribute to achieving team outcomes
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Provide advice on work progress, challenges, exchange information and respond to enquiries
External	
Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Exchange information and respond to enquiries

POSITION DIMENSIONS

Staff Data

Reporting Line	<ul style="list-style-type: none"> • Reports to the Senior HR Business Partner
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Special / Physical Requirements

Location:	Lucas Heights /Clayton Campus Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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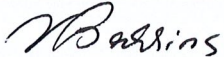

ORGANISATIONAL CHART

As per published org chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Diploma or equivalent demonstrated experience in Human Resources.
2. Demonstrated experience providing Human Resources advisory and operational support in a people services delivery environment.
3. Demonstrated experience in a breadth of Human Resources activities and knowledge of policies, practices and legislative requirements.
4. Experience with management systems (especially SAP and SuccessFactors) and experience using people related systems.
5. Demonstrated ability to collaborate with various team members and engage with stakeholders to build rapport and trust.

- 6. High attention to detail and demonstrated organisational, execution and time management skills.
- 7. Ability to prioritise and adhere to strict timeframes in order to meet critical deadlines.
- 8. Excellent oral and written communication skills and ability to influence and convey business requirements in a clear, concise, and effective manner.

Line Manager		Delegated Authority	
Name:	Venessa Barrins	Name:	Gavin Kable
Title:	GM, People, Performance & Capability	Title:	Director PPC
Signature:		Signature:	
Date:	16.1.24	Date:	16 JAN 2024.