



## POSITION DESCRIPTION

<b>Position:</b>	Human Resources Advisor – Generalist
<b>Employment type:</b>	Full-time, permanent
<b>Department:</b>	Human Resources
<b>Reporting to:</b>	Senior Manager, Human Resources
<b>Salary Range:</b>	Band Level 3 FTE \$90,514 plus 17.5% leave loading plus 11.5% superannuation
<b>Contact:</b>	Julie Tsamis - Senior Human Resources Manager Email: <a href="mailto:jtsamis@trinity.unimelb.edu.au">jtsamis@trinity.unimelb.edu.au</a>
<b>Date:</b>	July 2024

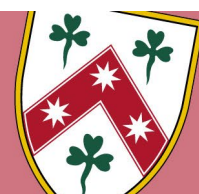
## POSITION SUMMARY

The Human Resources (HR) Advisor is responsible for providing high quality, responsive, accurate and timely HR advice, support and consultancy services to managers and employees in the delivery of organisational strategic objectives. This role has a HR generalist focus participating all aspects of HR including: recruitment and selection, learning and development, coaching and mentoring, administration, performance management, policy development and review, remuneration, and HR reporting.

## SELECTION CRITERIA

### Essential:

1. A tertiary qualification in Human Resources; Business; Management or a related field.
2. Demonstrated experience in a generalist HR role, with a sound knowledge of contemporary HR practices.
3. Experience in end-to-end recruitment and selection process.
4. Coaching/mentoring skills at both at an organisational and individual level.
5. Sound project management, planning and organisational skills with the ability to manage competing priorities.
6. Demonstrated experience in the creation and application of policies and procedures including up to date knowledge of relevant employment legislation.
7. A proactive, professional and customer-focused approach with the ability to influence and negotiate effective outcomes with a broad range of people from a variety of backgrounds.
8. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
9. Demonstrated relationship management and stakeholder engagement skills.
10. An understanding of and complete commitment to confidentiality.
11. A high level of attention to detail and accuracy in documentation, data entry and follow-up on processes, including well developed computer literacy.
12. The ability to positively contribute and work within a team environment in addition to working independently.





13. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.

**Further Information:**

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa.
- The successful applicant will undergo a National Police Check.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

**KEY RESPONSIBILITIES**

- Provide timely day-to-day HR advice, support and consultancy to managers and employees in workforce planning, job design, recruitment and on-boarding, employee relations, performance management, remuneration, conflict resolution and off-boarding.
- End to end recruitment and selection including position description development; job evaluation; advertisement development, candidate management, interviewing, generation of employment contracts and the credentialing process.
- Ensure the employee on-boarding experience of new employees to Trinity College is adhered to and employees are inducted and orientated appropriately.
- Follow the exit process for departing Trinity College employees, including liaising with payroll, conducting exit interviews, and preparing termination documentation.
- Prepare timely correspondence relating to changes to employment conditions.
- Provide advice, coaching, feedback and support to managers to effectively manage the performance and development needs of the College's workforce. This may include providing advice or attendance in performance management meetings with employees and/or paired with appropriate performance and development plans.
- Contribute to the development and review of HR processes, policies and initiatives.
- Assist in the Professional Development process for staff, including approval, processing and recording of requests.
- Quality and compliance of HR documentation and appropriate storage.
- Support the broader HR team as required.
- Other duties consistent with the position where required and/or requested by the Senior Manager, Human Resources.

**CHILD SAFETY**

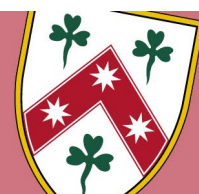
Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

**OCCUPATIONAL HEALTH AND SAFETY (OHS)**

All staff are responsible for safe work procedures and instructions.

**Employees** must:

- Cooperate with the College in relation to activities and training taken by the College to comply with OHS legislation as well as, Trinity College OHS Policy and Procedures.
- Comply with the OHS guidelines in the Staff Terms and Conditions.
- Adopt work practices that support OHS.
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures for work safe practices.





- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor.
- Participate in meetings, training and other environment, health and safety activities.
- Not wilfully place at risk the health or safety of any person in the workplace.
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.
- participation by conducting regular section meetings to discuss OHS issues.

### TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund- raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

