



| <b>Position Description (PD)</b> |  |
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| <b>Role</b>                      | Human Resources Advisor/Senior Advisor and Payroll Advisor/Senior Payroll Advisor  |
| <b>Branch</b>                    | Corporate Group  |
| <b>Team</b>                      | Human Resources  |
| <b>Level</b>                     | Broadband Staff Level 2 (APS Level 5 and 6)  |
| <b>Role context</b>              | <p>We are seeking professional, high performing and motivated individuals with strong technical knowledge and experience in one or more of the HR disciplines – wellbeing, health and safety, inclusion and diversity, workplace relations, strategy and reporting, learning and development, recruitment, and pay and conditions.</p> <p>These roles are interesting and varied, providing the opportunity to work in a small, agile team supporting both operational and strategic HR functions and activities for the Productivity Commission (PC).</p> <p>The successful candidate will be an experienced practitioner, with strong communication and relationship management skills, an eye for detail, and a professional and flexible working style.</p> <p>You will have the ability to manage multiple priorities, and have a commitment to continuous improvement in HR service delivery.</p> <p>The PC's HR team delivers high-quality support and advice across the full employee lifecycle. Our aim is to support the PC in maintaining an engaged, inclusive, and healthy workforce with the capabilities and capacity to achieve the PC's goals – now and into the future.</p> <p>The team's responsibilities are broadly grouped in two functional streams of work:</p> <ul style="list-style-type: none"><li>• <b>Workforce development and conditions</b> – including pay and conditions (we manage our pay and conditions in house using Aurion), recruitment, learning and development, inclusion and diversity, and workforce strategy; and</li><li>• <b>Workplace relations and wellbeing</b> – including performance management, employee relations, conduct and integrity, and work health and safety (WHS) and wellbeing.</li></ul> <p>Across this broad range of functions, HR team members work flexibly and collaboratively to provide timely, accurate advice and support – balancing operational priorities with longer-term strategic projects.</p> |
| <b>Reports to</b>                | Assistant Director, HR   |
| <b>Direct reports</b>            | Nil  |
| <b>Contact officer</b>           | David Swan - (02) 6240 3213  |

## Responsibilities

Key accountabilities may include:

### HR Advisor / Senior HR Advisor

- providing advice and support to management and staff on, and managing administrative aspects of, a wide range of HR matters
- support recruitment processes, providing advice on best practices for recruitment and selection, ensuring adherence to merit-based selection principles
- coordinate activities relating to the performance appraisal process including providing support to managers on performance management issues, and develop and implement performance improvement plans
- facilitate identification of training needs and coordinate professional development programs including evaluating the effectiveness of training initiatives
- maintain accurate HR records and databases, prepare HR reports and analytics to support decision-making, ensuring data privacy and confidentiality are maintained
- coordinating meetings and forums, including providing secretariat support for consultative committees
- build and maintain positive relationships with internal and external stakeholders acting as a point of contact for HR-related inquiries and issues, as well as collaborating with other teams to align HR strategies with broader APS strategies
- provide leadership and guidance to HR team members ensuring compliance with APS values, employment principles, and the APS Code of Conduct
- contributing to the development, implementation and evaluation of HR policies, practices and services.

### Payroll Advisor / Senior Payroll Advisor

- calculating and processing end-to-end payroll transactions on Aurion, including commencements, cessations, leave and superannuation
- undertaking regular and ad-hoc reporting for internal and external stakeholders
- providing complex payroll-related advice, and guidance on policies, leave entitlements and conditions of employment
- managing superannuation and leave entitlements in accordance with legislation, including leave liabilities for incoming and outgoing transfers.
- records management, ensuring payroll system data is accurate and maintaining and developing internal records payroll-related excel spreadsheets
- research and advise on legislative and policy areas including the PC Enterprise Agreement, Maternity Leave Act, Long Service Leave Act and others.
- supporting other HR team activities as required.

## Selection Criteria

### Professional expertise:

- Sound knowledge of, and experience in working across a broad range of HR functions – including pay and conditions, recruitment, learning and development, inclusion and diversity, workforce strategy, performance management, employee relations, case management and work health and safety.
- Demonstrated knowledge of, and ability to accurately interpret and apply, relevant legislation, policies, and procedures.
- High level administrative and organisational skills, with proven ability to adapt to changing priorities and manage multiple deadlines.
- Experience preparing correspondence and reports including emails and letters on routine and more complex matters.

### Desirable

- Experience in a similar APS HR role and a sound knowledge of APS conditions will be highly regarded.
- Payroll expertise and experience with the Aurion payroll system (including configuration and administration) will be highly regarded.

### Effective Engagement:

- Proven ability to communicate effectively, using information that is accurate, clear and concise.
- Shares information in a timely way, is proactive in assisting others in the team and collaborates effectively with others, contributing positively to work discussions and team meetings.
- Ability to build rapport and maintain cooperative and positive relationships with colleagues and key stakeholders.

### Personal Productivity and Growth:

- Demonstrated ability to plan and progress work and deliver on agreed outcomes.
- Perseverance and resilience in managing competing priorities in a changing environment.
- A preparedness to seek (and act on) advice and feedback and take opportunities to expand your knowledge and skills and contribute to a positive workplace culture.