

POSITION DESCRIPTION

Position Title:	Senior Officer – HR Shared Services
Institute / Division / Business Unit:	Financial & Operational Services ANSTO Enterprise Services
Section or Unit:	HR Shared Services and Payroll
Classification:	Band 4
Position Description Number:	PD-2157
Work Contract Type:	Technical

POSITION PURPOSE

The Senior Officer - HR Shared Services is part of a team that contributes to the effective application of human resources practices and objectives. Senior Officer - HR Shared Services provides services that include general human resources, employee benefits and compensation, and related administrative functions, to optimise the employee lifecycle experience, ensuring compliance with relevant policies, statutory requirements and best practice.

The Senior Officer - HR Shared Services reports to the Manager, Shared Services & Payroll who in turn reports to the General Manager of ANSTO Enterprise Services. On a day-to-day basis, the Senior Officer - HR Shared Services works closely with the Manager, Shared Services & Payroll and the Performance Coaches in providing an effective HR Shared Services support. The role has responsibility for contributing to the overall effective functioning of the HR Shared Services team.

The position acts as a key point of contact across the employee life-cycle e.g. from facilitating the new employee probation period, providing terms and conditions advice and maintaining accurate employee and organisational data in the SAP and other HRIS systems.

The position's key internal customers include all ANSTO employees and managers.

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 ANSTO Enterprise Services (ES) function comprises three key groups – Business Support Services; Supply Chain Services and, Shared Services & Payroll.

Business Support Service, provides transactional business services to support operations of ANSTO, including financial services, accounts payable, accounts receivable, asset management, support to FP&A, tax services, administrative services and travel services;

Supply Chain Services support the various areas of ANSTO including end to end procurement delivery and operations, storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, fleet management, dispatch and deliver

Shared Services operate as a central point of contact for employees seeking day-to-day general HR advice, services and employee records management. The team are a resource for line managers and employees to assist with implementation and effective application of HR policies and practices.

The Payroll team manage payroll processing, benefits and compensation administration, payroll data and records management, reporting and related support and advice

ACCOUNTABILITIES & RESPONSIBILITIES

Key Core Accountabilities

The key accountabilities for this position include:

- The central point of contact for employees seeking general HR terms and condition advice and to provide referral to other services
- Providing interpretation and clarification to all employees and managers regarding the ANSTO Enterprise Agreement, HR policies, procedures and practices
- Providing effective and comprehensive day-to-day HR Shared Services functionality across all aspects of the employee life-cycle including:
 - Creation and maintenance of ANSTO's organisational structures, positions, and jobs via the SAP Organisational Management functionality
 - Coordination of relocations, off boarding and administering employment records and the visa sponsorship process
 - Timely completion of 'Monitoring of Tasks' actions
 - Initiating payroll entitlements such as RMSI, secondments, promotions/transfers and linked roles to meet key payroll timeframes
 - Providing advice, documenting and processing maternity leave, secondments, part time arrangements, transfers and telecommuting ensuring the accuracy, completeness and timeliness of all employee data entered into SAP and all other relevant records
- Contribute to the continuous improvement of policy, guidelines, systems and procedures to assist in the development of improved services in alignment with ANSTO Organisational Excellence (OE)
- Providing training and support to the business areas in relation to multiple HR systems, processes and programs
- Facilitating the delivery of annual HR remuneration processes such as APEA Bonus, Banding Salary Advancement, Research Merit Salary Increase, individual contracts review and ANSTO Service Awards
- Manage and undertake accurate SAP maintenance by partnering with key internal stakeholders to update and maintain employee administration records. This includes maintaining the organisation hierarchy structure in relation to internal movements, restructures and reporting line changes
- Developing and maintaining HR Shared Services procedures and processes
- Participating in HR Shared Services audits by making recommendations and maintaining compliance levels
- Assisting in the delivery of special projects as directed by the Manager, HR Shared Services & Payroll
- Generating standard and creating adhoc SAP/Spinifex reports to support SAGE, Gender Equity and other ANSTO initiatives or reporting requirements
- Mentoring and training new HR personnel
- Undertake additional relevant duties, from time to time, and during periods of leave of other staff.

Decision Making

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to achieve objectives of the function including deciding on methods and approaches, operations, project planning and allocation of their own resources.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice provided to ANSTO, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determine key work priorities within the context of agreed work plans and will consult with the Manager and peers on complex, sensitive and major issues that have a significant impact on the ANSTO Enterprise Services function or potentially ANSTO itself.
- 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

The major challenges for this position include:

- Gaining an understanding of the business needs by working closely with Manager, HR Shared Services & Payroll, General Manager, AES, Executive and the Performance Coaches.
- Develop and maintain a detailed working knowledge of all relevant HCM SAP modules, Enterprise Agreements, HR policies and practices and relevant legislation
- Balance conflicting priorities and workload between maintaining core services,
- Maintain auditability and compliance within the HR Shared Services Team

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide regular updates on key tasks, challenges and critical issues that may impact customers, ANSTO's reputation • Provide evidence based advice on AES HR Service offerings • Escalate issues and propose solutions
Work area team members	<ul style="list-style-type: none"> • Provide expert advice and analysis on a full range of matters • Contribute to group decision making processes, planning and goals • Collaborate and share accountability • Support team members and work collaboratively to contribute to meet objectives • Negotiate and resolve conflicts
Divisions of ANSTO	<ul style="list-style-type: none"> • Provide Advice in accordance with the AES service offering
People, Performance & Capability	<ul style="list-style-type: none"> • Engage, consult regularly with the Management & the Performance Coach Team • Respond to requests for data reporting under the management of Shared Services

	<ul style="list-style-type: none"> • Consults on implementation of policies as related to the systems that support the business (eg) Payroll & HRIS systems
External	
Suppliers	<ul style="list-style-type: none"> • Work with vendors of business applications.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to Manager, HR Shared Services & Payroll
Direct Reports	Nil
Indirect Reports	Nil
Special / Physical Requirements	
Location:	Lucas Heights and working in different areas of ANSTO as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, movement around office and site, extended hours working at computer) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Wearing personal protective equipment
Radiation areas:	N/A
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
--	--

ORGANISATIONAL CHART

See attached.

Delegations

The levels of authority delegated to this position are those approved and issued by the CEO. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Knowledge, Skills and Experience

1. Minimum Certificate III in Human Resources or equivalent HR practical experience
2. Significant experience as an administrative HR practitioner across a range of HR functions in a medium-sized organisation
3. Excellent interpersonal skills, communication, negotiation and conflict resolution
4. Ability to interpret and apply policy and procedures
5. Deadline orientated with the ability to work to strict timeframe

6. Ability to interact with senior staff and management
7. Organisational and time management skills to manage high volume of work and prioritise with ability to work autonomously and as part of a team.
8. Proven attention to detail and high levels of accuracy.
9. Ability to build and maintain strong team relationships

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	TBC	Name:	Grahame Batger
Title:	Manager, HR Shared Services & Payroll	Title:	General Manager AES
Signature:		Signature:	
Date:		Date:	