



POSITION DESCRIPTION

Position Title:	Performance 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-1459
Work Contract Type:	Administrative, Professional
STEMM/NONSTEMM	Non STEMM

POSITION PURPOSE

The Performance Advisor is a key role within the PPC team whose responsibilities include the management of talent acquisition and intermediate support on a broad range of People related functions, such as job evaluation, organisational structural changes, including change management, workforce planning, talent and succession planning and research on best practices. The position delivers these services whilst ensuring compliance with 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 Performance Coaches. 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

- Provide advice, guidance and tangible recruitment solutions to ANSTO business areas. This includes management of the end to end recruitment process, ensuring workforce planning efficiencies are followed, drafting advertisements and interview questions, arranging interviews, coaching and guiding hiring managers and as appropriate participating on panel interviews.
- Research best practice on recruitment and make recommendations to the design and development of the talent acquisition strategy.
- Manage the on-boarding, relocations and the visa sponsorship processes.
- Assist with the job evaluation process, including participation in the job evaluation sessions.
- Lead the job matching process in relation to all annual salary survey reviews.
- Assist Performance Coaches in the design and implementation of organisational solutions and key operational change programs which include advocating the change processes to staff and participation in the communication of change initiatives across the organisation.

- Lead the preparation for talent and succession planning and performance appraisal cycles, including all communications.
- Contribute to IR case management, including preparation of any documentation.
- Undertake detailed divisional data analysis and make recommendations to address issues, including provision of customised reports to stakeholders.
- Undertake research and make recommendations aligned with best practice on People related policies, procedures and practices.
- Develop common instructional methods and aids that provide clear direction and guidance to leaders, managers and employees.
- Assist Performance Coaches with divisional related projects linked to Diversity & Inclusion (D&I)
- Provide training and support to the business areas in relation to multiple people systems, (People Hub, LEX, EBS) processes, policies and programs.
- 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 General Manager People, Performance & Capability.
- The position is accountable for the advice and information related to recruitment 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 GM PPC on complex, sensitive and major issues that have a significant impact on PCC.
- 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
Performance Coach 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 • 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 General Manager, People, Performance & Capability

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 <u>AG-2362</u> 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

ORGANISATIONAL CHART

As per published org chart

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree or equivalent demonstrated experience in Human Resources.
2. Demonstrated experience providing Human Resources administration support in a people services delivery environment.
3. Demonstrated experience in the breadth of Human Resources functions and policies and practices.
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.
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:	John Edge
Title:	GM, People, Performance & Capability	Title:	Chief Operating Officer
Signature:		Signature:	
Date:		Date:	