POSITION DESCRIPTION

Position	People and Culture Project Officer		
Position Number	3513A01	**Level/Classification**	HEW0707
Reports to	Program Lead – Remediation		
Unit	Strategy, Planning & Operations		
Directorate	People and Culture		
Positions Supervised	Nil		

Position Purpose

This position takes responsibility as part of a small team for managing data capture, analysis and presentation to deliver insights that support project decision making. You will use your HR experience and technical skills to provide informed data insights and then use this as the basis for supporting a broader project team with implementation of solutions.

About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavour, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative and enterprising university with more than 23,000 students and 1,700 staff across Perth, Singapore and Dubai. We are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

Our Strategic Plan and Future Horizon 2017-2027 outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

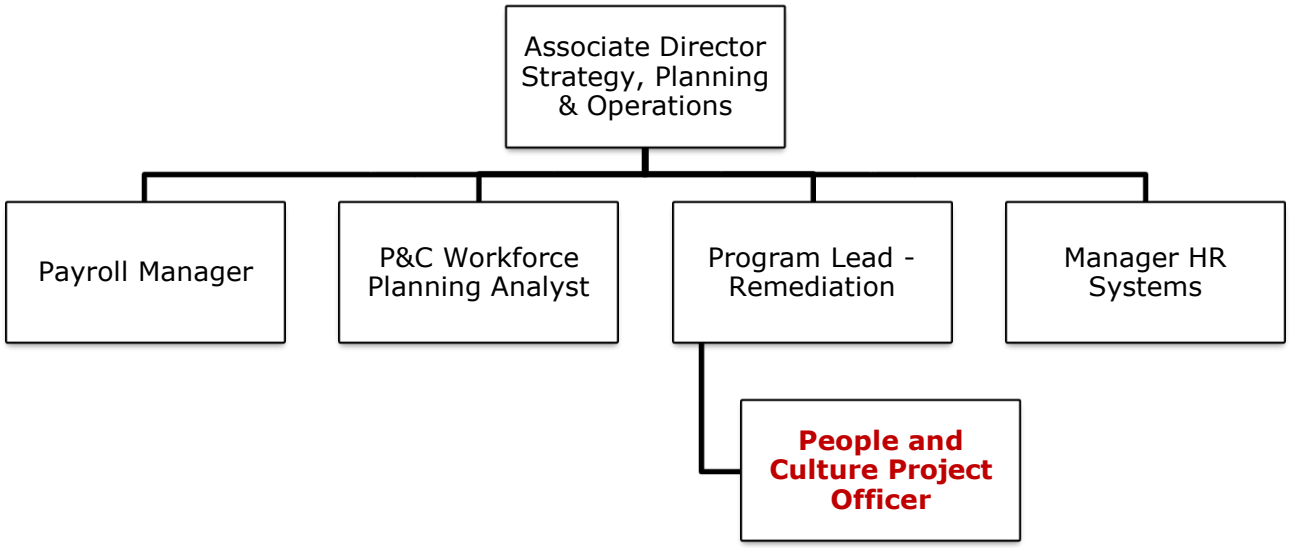
About the Work Area

The People and Culture team is an integral part of the business strategy and decision-making process focusing their efforts on strategic and operational programs and services that supports staff and organisational objectives. We develop partnerships based on trust and integrity to foster excellence, engagement and fairness, as we work to strengthen the University's ability to recruit and retain high quality staff and develop a culture that encourages and supports academics and professional staff to reach their full potential.

Staff within the People and Culture Office will actively demonstrate:

- close working relationships with the Schools and Offices to identify needs and assist in servicing them;
- being client focused and operating as a business partner;
- prompt and efficient service;
- be respectful and courteous at all times;
- confidentiality and integrity in all matters;
- have a positive approach to achieve the best possible outcomes.

Reporting Relationships



Key Responsibilities/Duties

1. Responsible for project analysis and the presentation of findings across large scale datasets and support implementation of project solutions.
2. Ensure milestones and deliverables for assigned tasks are completed on time, within budget and as planned.
3. Identify risks and suggest mitigations throughout the project.
4. Collaboratively work with the Program Management Team and a functional working group to lead and implement change management strategies.
5. Manage the creation of process flows and data files to enable complex queries across multiple datasets.
6. Build and manage relationships internally with key functional stakeholders to ensure a cohesive team approach that can challenge existing ways of working and deliver future focused solutions.
7. Assist with Project status reporting and maintain accurate records of progress to support the Program Management Team.
8. Support and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
9. Carry out, and assist with, miscellaneous project related activities as requested.

Selection Criteria

Essential

1. Completion of a degree with considerable relevant experience; or an equivalent combination of relevant experience and/or education/training.
2. Considerable experience in, and advanced knowledge of, data collection processes and the manipulation and analysis of information.
3. Highly developed skills and experience in using relational database systems and query tools for data interrogation, extraction and presentation.
4. Highly developed analytical and diagnostic skills as well as accuracy and attention to detail.
5. Well-developed verbal and written communication skills with the ability to translate complex data into reports which can be understood by a variety of audiences.
6. Well-developed interpersonal and stakeholder liaison skills.
7. Ability to maintain confidentiality and ensure data is managed in accordance with relevant policies and procedures.
8. Project coordination skills and proven ability to organise time and work activities according to priorities and to meet deadlines.
9. Demonstrated ability to work both independently and collaboratively as part of a team as well as the ability to guide and mentor others.

Desirable

1. Well-developed understanding and working knowledge of HR metrics and generalist human resources, including HRIS, payroll and relevant industrial and employment related legislation, regulations and Awards.
2. Experience in a similar position in a University or large organisation.
3. Previous experience working in Ascender.

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening Procedure.
2. Australian residency or possession of a valid visa with work entitlement in Australia.
3. Ability to work outside of normal office hours when required.

Guiding Principles and Values/Code of Ethics and Code of Conduct

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed here. A Commencing Development Review should be completed within 3 months of commencement.