

POSITION DESCRIPTION



Position	People & Culture Advisor
Level/Classification	HEW0607
Reports to	Advisory Team Leader
Unit	People Services
Directorate	People and Culture Office
Positions Supervised	Nil

Position Purpose

The People & Culture Advisor provides thorough and responsive HR advice, ensuring compliance with university policies, legislation, and industrial agreements. Working collaboratively with stakeholders across the University, this role is dedicated to delivering high-quality HR services across the employee lifecycle and supports the implementation of strategic HR and continuous improvement initiatives and projects.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

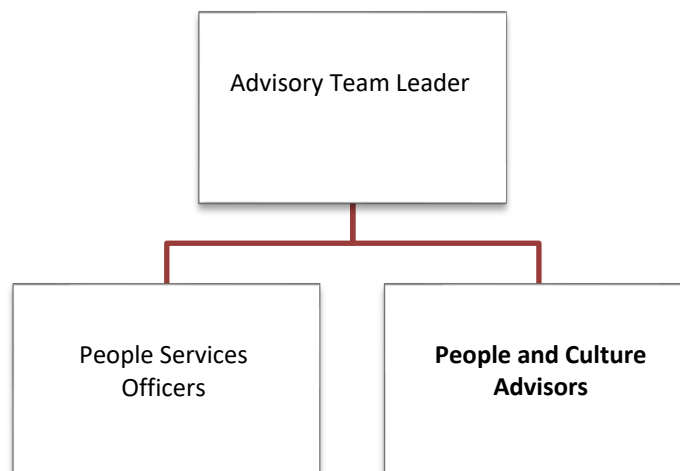
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The People Services Team provides efficient and compliant HR support across the employee lifecycle, managing services such as recruitment, onboarding, contract management, and offboarding. The team ensures smooth HR operations by implementing policies and processes that support the University's people and culture goals, enhancing the overall employee experience.

Reporting Relationships



Key Responsibilities/Duties

Service Delivery:

- Offer clear, responsive, and solutions-oriented advice for general HR enquiries, ensuring timely resolution in accordance with established Service Level Agreements (SLAs).
- Interpret and apply relevant industrial agreements, the Fair Work Act, legislation, awards, organisational policies and procedures.
- Advise on developing and reviewing position descriptions, and manage classification processes to ensure proper job design, remuneration, and internal equity.
- Implement and administer approved remuneration changes including allowances and increments.
- Actioning of requests for position creation within Workday
- Manage employment documentation, including contracts and changes
- Support the Partnership team with in-system implementation and provide accompanying employee documentation for organisational structure changes.
- Contribute to continuous improvement by suggesting enhancements, advising on requirements, and providing feedback during the testing of practical solutions. Support the Workday team in developing and implementing Workday enhancements related to People Services. Also, identify and recommend process improvements beyond Workday to improve overall HR service delivery and operational efficiency.

Relationship Management

- Build and maintain strong relationships with stakeholders at all levels

- Collaborate with People and Culture teams (including Organisational Development, Learning and Performance, Partnerships, Employee Relations, Safety, Health and Wellbeing, Workday/Systems, and Payroll) to appropriately refer matters or jointly resolve employee lifecycle issues.
- Engage with and provide a personal service to support Leaders in relation to activities within the People Services remit.

Information and Knowledge Management

- Contribute to the development, review, and maintenance of policies, procedures, and guidelines.
- Create and maintain various documentation and resources to support HR service delivery, including Quick Reference Guides, to enhance workforce capability.
- Stay informed about HR legislation and best practices.
- Provide advice and training to the business on processing employee lifecycle events based on expertise and experience in Workday.

Projects

- Identify and develop process improvements to increase service efficiency and effectiveness, in accordance with People and Culture strategic priorities.
- Manage People and Culture projects and other assigned duties using PCO project management and evaluation frameworks, and collaborate with stakeholders to achieve outcomes

General

- Undertake other activities which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above

Selection Criteria

Essential

1. A degree in Human Resources or a related tertiary qualification, accompanied by at least two years of relevant experience, or an equivalent combination of relevant experience and education/training.
2. Current knowledge of employment legislation and industrial agreements coupled with confident ability to accurately interpret relevant policies, regulations, and Awards.
3. Proven expertise in HRIS/HCM systems, preferably Workday.
4. Proficient in Microsoft Office and quick to learn new software.
5. Demonstrated high level analytical and critical thinking skills with attention to detail and a commitment to continuous improvement.
6. Ability to deal comfortably with concepts and complex issues; able to use analytical skills to reason through problems and translate creative ideas into workplace improvements.
7. Ability to establish relationships with line managers by providing accurate and timely HR advice.
8. Developed organisation and time management skills, with the ability to prioritise tasks, meet deadlines.
9. Demonstrated ability to work both independently and collaboratively within a team, showing initiative, adaptability, and a focus on delivering high-quality outcomes.

Desirable

1. Previous experience in a university/ higher education environment.

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
2. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
 - report incidents, injuries and hazards;
 - comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

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

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles:

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

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 complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the

leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.