



## Position Description

<b>Position Title:</b> People Advisor	<b>Classification:</b> Bond Level 4
<b>Faculty/School/Office:</b> People and Talent	<b>Date Position Classified/Updated:</b> July 2025

### About the People and Talent Office:

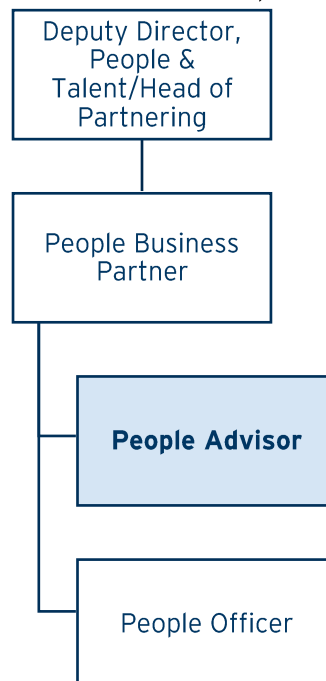
The People and Talent Business Partner model provides strategic HR support and guidance across the University. At its core, there is a focus on building strong relationships with academic and administrative leaders to address HR needs, maximise and support talent acquisition and retention, enhance employee engagement, and ensure effective implementation of HR initiatives.

### Purpose of the Position:

The People Advisor will play a critical role in supporting the People Business Partner with delivering on the University's strategic HR objectives. This position will provide support and guidance across a range of HR activities, including IR/ER matters, recruitment, performance management, professional development reviews, policy interpretation, contracts, and a suite of HR administrative and processing tasks. This role will work closely with managers and staff to ensure that HR practices are compliant with relevant laws and regulations, and it will foster a positive workplace culture and driving continuous improvement in HR processes.

### Reporting Relationship:

This position reports to the People Business Partner. This position does not have any direct reports.



**Selection Criteria:**

- A Bachelors degree in Human Resources, Business Administration, or a related field, along with at least 3 years relevant experience in an HR advisor role, preferably within the higher education sector
- Well developed knowledge of employment laws, regulations and the developed ability to interpret policy and provide sound advice to manage and resolve HR/IR issues.
- The ability to support the implementation of HR strategies that support organisational objectives.
- Developed analytical and problem-solving skills, and the ability to interpret HR data and metrics.
- Strong interpersonal and communication skills.
- Strong IT skills and the ability to operate HRIS and Payroll systems to garner useful workplace data and information to inform decision making.

Competency	Responsibility
<b>HR Advice</b>	<ul style="list-style-type: none"> <li>• Partner with university departments to provide HR support and guidance.</li> <li>• Provide sound advice to senior leadership across a range of HR/IR-related matters.</li> <li>• Support the implementation of HR strategies aligned with the university's mission and goals.</li> <li>• Ensure compliance with employment laws and regulations, and manage risk associated with HR practices.</li> <li>• Ensure the consistent application of HR policies and procedures across the university.</li> </ul>
<b>HR Activities</b>	<ul style="list-style-type: none"> <li>• Support end to end recruitment and selection processes to attract and retain top talent.</li> <li>• Support parental leave and flexible work arrangements.</li> <li>• Support the monitoring of performance management/probation systems and processes.</li> <li>• Undertake pre-hire compliance checks.</li> <li>• Develop and review contract and variation requests in People Connect and release.</li> <li>• Manage relocation and immigration processes.</li> <li>• Support the position management function for relevant areas in People Connect.</li> <li>• Update the intranet and Teams chat with new and updated information as required.</li> <li>• Manage the manual leave forms (LWOP/LSL, DF leave etc).</li> <li>• Support the review of monthly, quarterly and annual employee reports regarding: <ul style="list-style-type: none"> <li>○ Conversions; casual, fixed term conversions</li> <li>○ Superannuation (fixed term)</li> <li>○ Professional Development Reviews</li> <li>○ Annual Loading super adjustments</li> </ul> </li> <li>• Under the direction of the Deputy Director/Head of Partnering, administer the Junior Academic Promotions round annually.</li> <li>• Support the Academic PDR process with reporting annually.</li> <li>• Under the direction of the Deputy Director/Head of Partnering, support the Senior Academic Promotions round annually.</li> <li>• Support the salary continuance administration processes.</li> <li>• Undertake other duties as directed.</li> </ul>
<b>Understanding of Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</li> </ul>
<b>Understanding of Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</li> <li>• Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</li> </ul>
<b>Understanding of WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.</li> <li>• All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.</li> <li>• Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).</li> </ul>

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.