



POSITION DESCRIPTION

POSITION TITLE: People Experience Officer	CLASSIFICATION LEVEL: Bond 3
OFFICE: People Experience	DATE POSITION CLASSIFIED: January 2025

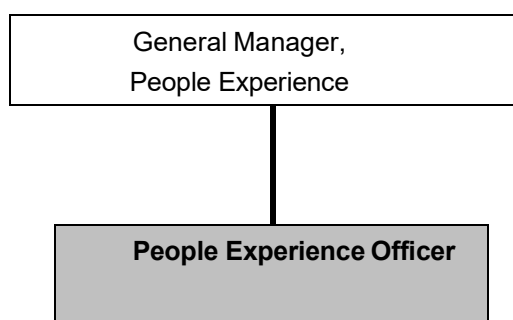
PURPOSE OF THE POSITION:

The People Experience Officer will be responsible for the administrative, coordination and operational support for the People Experience function. This includes assisting the General Manager - People Experience, with Staff Engagement focused activities and with a variety of People Organisational Development projects. The role will further be the first point of contact for the function, coordinate bookings, communicate with a range of internal and external stakeholders, providers, advertise engagement events and sessions, distribute and collect feedback.

The position will also ensure that the People Experience activities associated data is accurately organised, meets compliance and is recorded in the appropriate systems.

REPORTING RELATIONSHIP:

This position reports to the General Manager, People Experience.



SELECTION CRITERIA:

- Completion of a post-secondary qualification in Business, Human Resources or a related field or equivalent experience.
- Previous experience in an administration coordination role in a medium to large size organisation.
- The ability to manage competing priorities and work deadlines.
- Strong customer service skills and the ability to build relationships with internal and external stakeholders.
- Self-motivated with the ability to problem solve and provide suggestions for continuous improvement.
- The ability to work autonomously as part of a high performing team.
- Experience in the use of common computer applications including the Microsoft Office suite and the ability to learn new systems.

DESIRABLE ATTRIBUTES:

- Previous experience working in a People/HR team experience

COMPETENCY:	RESPONSIBILITY:
People Experience administration, coordination and project support	<ul style="list-style-type: none"> • Coordinate marketing, room bookings, catering, staff bookings and liaise with internal and external stakeholders for the following activities: <ul style="list-style-type: none"> ○ People Experience Calendar across Staff Engagement activities, which includes Staff Benefits ○ People Organisational Development activities, as directed by the GM • Collate feedback and information for sessions, events and activities managed through the People Experience function • Assist with administration and coordination activities for various People Experience events in conjunction with the GM and in consultation with the Events team. This includes supporting marketing, collating attendance, catering etc for: <ul style="list-style-type: none"> ○ Staff Benefits and Wellness initiatives ○ Staff Awards ○ VC Networking Lunches ○ Bond Together Week ○ Others, as requested by GM • Assisting with other People Experience support activities as required and requested by the GM.
General Office Administration	<ul style="list-style-type: none"> • Act as the first point of contact for the People Experience function • Answer general enquiries regarding activities and refer enquiries to the appropriate staff member. This includes monitoring and actioning the People Experience inbox • Responsible for office stationery orders • Raise purchase orders through finance as required • In conjunction with the GM, it contributes to the ongoing review, development and implementation of changes to improve the productivity and efficiency of the People Experience administration processes.

<p>Understanding of Quality Assurance</p>	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they a • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
<p>Understanding of Cultural Sensitivity</p>	<ul style="list-style-type: none"> • 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. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
<p>Understanding of WHS Responsibilities</p>	<ul style="list-style-type: none"> • 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. • 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. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

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.