

Position Description



Title	Human Resources Classifications Officer
Business Unit	Project Aurora People and Culture
Location	130 Lonsdale Street Melbourne Victoria Currently work from home
Employment type	Full Time (76 hours per fortnight), Maximum Term (until June 2021)
Reports to	Senior Workplace Relations Consultant/Team Leader

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

We work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The purpose of this role is to undertake a classification review of positions across Uniting's various 30 Industrial instruments (Awards and Certified Agreements) to ensure employees are classified in line with the appropriate applicable classification.

3. Scope

Budget: nil

People: nil

4. Relationships

Internal:

- Project Team Members
- Workplace Relations Team
- HR Connect Team
- Payroll Team
- Operations

5. Key responsibility areas

Functional Accountabilities

- Work with Senior Workplace Relations Consultant/Team Leader to undertake a full review of employee's classifications across Uniting's approximately 30 Industrial Instruments (Awards and Certified Agreements)

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Position description

Human Resources Classifications Officer



- Conduct thorough investigation and review of employees Positions Descriptions to advise relevant classifications for employees
- Document assessment process for classifications and maintain classification register
- Cross reference Classifications across streams within Uniting to ensure consistent approach to classifications
- Work in collaboration with external consultant/Project team member to develop classification framework across Uniting's Industrial Instruments
- Work with the Workplace Relations team to provide classification guidance of existing and new employees
- Work closely with P&C teams such as Payroll, HR Connect and Partnerships, to ensure compliance with industrial instruments, in relation to correct classification of employees
- Maintain up to date knowledge in employment relations legislation, modern awards, industrial instruments and other developments in the area of Workplace Relations where related to classifications
- Complete tasks as assigned by the Project team leader within agreed project timeframes

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide the highest level of professional conduct in alignment with Uniting's values

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behavior
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position

6. Person specification

Qualifications:

- Relevant tertiary qualification in a human resources related discipline, (IR,HR or Employment law) (desirable) or relevant experience

Experience

- Ability to understand and interpret a range of Industrial Instruments specifically in relation to classifications
- Experience in interpreting and working with Enterprise Agreements and Modern Awards is mandatory, experience with the Social, Community, Home Care and Disability Award 2010 and/or VECTEA would be viewed favourably

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- Knowledge of Australian employment related legislation and regulation
- Previous experience with industrial relations compliance processes (desirable)

Core Selection Criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values
- Problem solving: proven ability to think critically, analyse and problem solve
- Teamwork: willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.
- Communication: Well developed verbal and written communication, ability to relate meaningfully to people at all levels and ability to explain complex technical matters clearly and succinctly.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>