

POSITION DESCRIPTION

Position title:	Human Resources Advisor
Employer:	UQ College (UQC)
Reference number:	UQCHR17022025
Type of employment:	Fixed term (2 years)
Remuneration:	\$95,483.44 plus 11.5% superannuation

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer, and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff, and alumni. For more than a century, UQ has educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

Today, UQ ranks among the world's top universities and is consistently recognised as one of the top 5 universities in Australia. UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. Its major campuses are at St Lucia, Gatton, and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes.

UQ COLLEGE

UQ College Limited was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for UQ. UQ College provides domestic and international students with access to further and higher education through the delivery of pathway programs. In addition to English language programs, UQ College delivers the UQ Foundation Program, the Tertiary Preparation Program (TPP), several Vocational Education and Training (VET) Programs, and Study Tours, Group and Customised Programs.

Information about UQ College may be found at <https://www.uqcollege.uq.edu.au/>

DUTY STATEMENT

Primary purpose of position

In this dynamic role, you will provide expert advice on human resource-related matters, ensuring compliance with legislative and regulatory requirements while maintaining the integrity of human

[uqcollege.uq.edu.au](https://www.uqcollege.uq.edu.au)

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resource-related data and processes. You'll oversee key functions such as recruitment and onboarding, employee relations, performance management, compliance and policy management and human resource administration.

Beyond the technical aspects, this role offers the opportunity to build strong relationships across the College, working collaboratively with internal teams and external stakeholders to drive continuous improvements in human resources operations. If you thrive in a fast-paced environment and are committed to accuracy, compliance, and outstanding service, we'd love to hear from you!

This is a full-time position with a fixed term of two years. While ongoing employment isn't guaranteed, there is potential for the role to become permanent.

Duties

- Act as the escalation point of contact for general HR and recruitment enquiries
- Provide advice and support on the interpretation and implementation of legislation, procedures, processes, guidelines and industrial awards.
- Provide administrative support to line managers and the Senior Management Team throughout the recruitment lifecycle, including drafting and posting of job advertisements, monitoring applications, screening and shortlisting to hiring manager.
- Prepare employment agreements in consultation with the hiring manager and the Senior Manager, Administration.
- Participate in the induction of new employees, providing general HR information.
- Maintain employee records.
- Support line managers and the Senior Management Team to complete probation reviews and implement quarterly performance review processes.
- Advise and support line managers and the Senior Management Team in performance management, corrective action and disciplinary issues, and escalate complex issues to the Senior Manager, Administration.
- Participate in specific HR projects as directed by the Senior Manager, Administration, and support the implementation of changes (for example, those following from industrial relations legislation, process improvements, award changes etc).
- Proactively contribute to the development, documentation and implementation of internal policies, procedures and practices relating to best practice through the analysis, coordination and undertaking of HR projects.
- Generate reports and provide data as requested.
- Process and monitor Work Cover claims.
- Conduct employee complaint/grievance investigations, ensuring adherence to organisational policies and legislative requirements.
- Identify and make improvements to the onboarding and offboarding process to meet business needs.

Other

Comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQ College Staff Code of Conduct and the University's Code of Conduct.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQ College and the University
- Staff will be required to work 38 hours per week between the hours of 8:00 am and 6:00 pm Monday to Friday and will, on occasion, be required to work additional hours outside of these.
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.

A valid Queensland Government Blue Card (Working with Children check) is a mandatory requirement of this role.

The Human Resource Advisor reports to the Senior Manager, Administration.

SELECTION CRITERIA

Essential

- Degree qualification with relevant experience or extensive specialist expertise in human resources administration, or an equivalent combination of education and experience.
- Strong knowledge of human resources operations, including Modern Awards, Enterprise Agreements, Superannuation, Work Cover, and salary packaging.
- Proficient in using HRIS systems, with experience in analysing, maintaining, and updating data.
- Excellent analytical skills with the ability to identify trends, resolve discrepancies, and provide recommendations for process improvements.
- Strong interpersonal and communication skills, with a client-focused approach and the ability to build effective relationships across teams.
- Ability to work both independently and collaboratively, managing competing deadlines while maintaining accuracy and attention to detail.

For further details please contact:

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