

## JOB DESCRIPTION- HR PROJECT OFFICER

<b>Job ID:</b> <b>Job title:</b> <b>Award/agreement:</b> <b>Location:</b>  <b>Supervisor:</b> <b>Reports:</b>	<b>PD OPS019</b> HR Project Officer Non-Award Harry Perkins Institute of Medical Research Nedlands and Murdoch HR Manager 0
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### ACCESS AND SECURITY:

- *Building RFID card with photo ID*
- *IT Systems, Office 365*

### POSITION SCOPE:

Human Resources Project Officer will support the HR team when scoping, planning, executing and delivering HR projects, on time and within budget with a strong focus on employee and user experience. Given their knowledge the PO may support the HR team with operational requirements when necessary.

<b>Competencies</b> ( <i>skills, knowledge and abilities</i> )	<b>Behaviors</b> ( <i>conducts themselves</i> )	<b>Goals</b>
Project Management skillset with ability to plan, execute and monitor projects to ensure timelines, budgets and objectives are met.	Organised and process driven with the ability to engage, and a result-orientated mind.	Define and track performance metrics such as budget, timelines, scope and quality to ensure it meets expectations and sets measures for success.
Experience in managing multiple tasks with time pressures	Loves working on multiple things at once and is an adaptable team member.	Plans own work in consultation with HR Team and shows initiative to share assist and support where required.
Sound HR knowledge with experience in implementing contemporary HR practices aligned to effective employee experiences.	Analytical and thorough with a forward-thinking approach to assessing risk and HR outcomes.	Effectively manage time to ensure project deliverables are met with resources but that the overall HR teams' objectives are positively impacted as a result.
Effective change agent with the experience of initiating and maintaining new efficiencies.	Data driven with a positive yet practical mindset to influencing others.	Evaluate project processes and procedures to identify areas for improvement and implement changes that are modern and technologically aligned to Perkins vision.

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Analytical and problem-solving skills with capability to use logical reasoning and critical thinking.	Demonstrates strong focus on achieving project objectives and delivering results that meet or exceed expectations.	Identify potential project risks, assess their impact on the project and develop mitigation strategies to minimize impact.
The ability to communicate with stakeholders and adapt approach to achieve outcomes.	Role models behaviours and motivates team members to achieve goals by giving clear direction and seeking feedback.	Receive good feedback from internal stakeholders and gain positive project feedback on process, delivery and engagement.
The ability to use software and tools relevant to the project including PM, data analysis and collaboration tools.	Analytic mind and a curious appetite to understand and unpack problems with view to seeking possible solutions.	Remain relevant and up to date with new systems and technologies so that Perkins can be considered in their approach and cutting edge with application.
The ability to think strategically and align project objectives with Perkins goals.	Demonstrates a commitment to continuous improvement by seeking feedback, identifying areas for improvement and creating efficiencies	Develop project related changes that are aligned to Perkins vision and strategy.

### Primary duties/responsibilities:

1. You will be responsible for planning, directing and implementing several HR projects that will focus on building the organisations capability in creating an effective employee lifecycle that is aligned with our strategic goals.
2. The prime focus of this position is the delivery of projects, yet where necessary, to leverage on skill sets and to provide relief this role will be asked to collaborate with the broader HR team for BAU tasks
3. Project manage all HR projects that include but not limited to
  - HRIS and payroll system review with recommendations of how Perkins HR systems can accommodate and accelerate core business requirements and meet operational and strategic goals.
  - Implement employee experience system platform 'Culture Amp' to enhance engagement, retention, performance and development at Perkins.
  - Scope current recruitment and onboarding processes to ultimately build and deliver an all-encompassing 'Perkins community' talent management programme. Ensuring that all Perkins associated, employees and affiliates being recruited and brought on board in whatever capacity, are done so compliantly, consistently and with a good experience of Perkins.
  - Work with HR Lead in developing a HR Employment Relations Framework that encompasses Perkins diverse relationships, contracts and agreements with aim of creating consistent, transparent and a clear employee framework to guide all HR decisions.
  - Review, revamp and refresh Perkins HR Policies with the objective of updating, aligning and addressing risk and creating consistent and accurate compliance measures.
4. Ensure effective stakeholder relationships and management by obtaining buy-in from management and user groups for all projects

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5. Ensure that all project deliverables address future challenges and adhere to legislative and regulatory compliance standards.
6. Build competent project plans that include communication maps, change plans, delivery modes, budget schedule and scope changes
7. Clearly define the expectations of each project expectations and deliverables, roles and responsibilities. Develop a feedback loop to ensure deliverables are met, agility in team is improved and continuous improvement is reached.
8. Measure and monitor progress at clearly defined points in the project and ensure it is delivered on time, within budget and meets or exceeds expectations with adjustments as needed.
9. Ensure that all requirements, project plans and changes are communicated to all affected in a timely manner
10. Identify and monitor all risks working with the project team, and those relevant, to resolve, mitigate and understand solutions or consequences or impact.
11. Work collaboratively with HR Manager and HR team to ensure that objectives and timeframes of projects are in line with HR operational requirements and strategic goals. Work with the project sponsor to drive delivery.
12. Support the development of project tools and processes to positively impact future projects at Perkins.
13. Any other ad hoc duties as required.

### Essential skills

- Knowledge of Human Resources and practices
- Experience in a HR role where continuous improvement and efficiency through automation has been a key focus.
- Technical understanding and experience in working with HR systems
- Contribution to HR improvement projects with a general understanding of project and change management approaches and disciplines.
- Excellent written and verbal communication skills with the ability to present to a group of employees to ensure employee understanding across all levels within the business.
- A high level of accuracy and attention to detail.
- Ability to manage competing demands to deadlines and relevant stakeholders.
- Excellent Microsoft Office and general technology skills.
- A proactive approach with demonstrated examples of initiative, problem solving and professionalism.

### Desirable skills

- Membership of the Australian Human Resources Institute (AHRI) would be highly regarded, but not essential
- Experience in the implementation of a HRIS and recruitment/onboarding platforms.

### Qualifications:

- A tertiary qualification in Human Resources or 3+ years' experience in HR related role.

### Eligibility:

- Australian Citizen or eligible to lawfully work in Australia.

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### COMPLIANCE

#### Perkins Values

All staff members are to adhere to the Perkins Values [perkins.org.au/about-us/vision/](https://perkins.org.au/about-us/vision/)

#### Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the *Work Health and Safety Act 2020 (WA)* and related Perkins requirements.

All staff must comply with requirements of the *Work Health and Safety Act* and all reasonable directives given in relation to health and safety at work, to ensure compliance with Perkins and Legislative health and safety requirements.

Details of the safety obligations can be accessed at [intranet.perkins.org.au/policies/human-resources-policies/](https://intranet.perkins.org.au/policies/human-resources-policies/) (Only available to Perkins staff).

#### Equity and Diversity

All staff members are required to comply with the Perkins' Code of Conduct and Equity and Diversity principles. Details of the Perkins policies on these can be accessed at [intranet.perkins.org.au/policies/human-resources-policies/](https://intranet.perkins.org.au/policies/human-resources-policies/) (Only available to Perkins staff.)

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### Document Control Sheet

Version Control	Documented Change	Date/Time	Authority
V 1.0	Initial Document Tabled	06/7/2022	Tabled by Paul Harrison
V 2.0	Competencies and behaviours and update	16/11/2022	Lisa King
V 3.0		11/05/2023	Smriti Yadav