POSITION DESCRIPTION

Position Title *(Add in the title)*

THE UNIVERSITY *of* ADELAIDE

Position Description Authorisation

Authorised by	Name	Date
Head of School/Branch Manager		
Human Resources		

POSITION DETAILS

Position Title:	
Position Number:	*If a new position HR Branch will assign the number*
Classification:	*Higher Education Officer x or Senior Manager Level x*
Faculty/Division:	
School/Branch:	
Reports to (position title):	
Delegations:	Relevant HR and Financial delegations as prescribed to this position in the University's delegations table. *If no delegations are attached to this position then type N/A*
Special Conditions:	*Include additional special conditions here e.g. "Out of standard work hours may be required; Interstate travel may be required; Evidence of an assessment and letter of clearance from the DCSI Screening Unit* (Refer to the Position Description Guide and Pre-Employment Screening Procedure for guidance) • Reasonable workplace adjustments will be made for people with a disability
Significant Working Relationships:	*Detail the critical internal and external contacts and relationships other than the supervisor, subordinates and team members. Start with the internal relationships. Do not include the supervisor as this is addressed in Reports to.* •

POSITION SUMMARY

- *The position summary provides a high level overview of the role, scope of responsibility, and the key functions of the job*
- *In 2 – 3 brief paragraphs outline the primary purpose of the position and its place within the University, including information regarding how the role fits within the Faculty/Division and School/Branch and context of the position*
- *Provide an overview of the organisational unit including a description of the unit*
- *Include the supervision required for the position level, key responsibilities and broad accountabilities of the position to demonstrate the complexity of the role and impact on the University*
- *Where required include:*
  - *size of the budget the position controls/value of assets managed*
  - *size of the student base affected by the position/the number of staff/type of clients*
  - *level of decision making (for example developing/improving procedures, policies, systems, products or technology, level of planning and directing involved, the opportunity to influence or guide direction, policy and strategy)*

KEY RESPONSIBILITIES

The key responsibilities should be expressed concisely and identify the broad requirements of the position e.g. Stakeholder Relations and Management; Leadership; HR Advice; Project Management; Technical Support; Financial Management; or Administrative Support. ***Note:*** *Insert additional rows as required*	• *Dot point key responsibility outcomes in order of significance* • *Reflect what success would look like for that responsibility in the position* • *Statements generally begin with a verb such as develop, deliver, build, produce*
	•
	•
Other reasonable duties commensurate with classification level.	

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PEOPLE MANAGEMENT

If there are no people management responsibilities insert N/A
If there are people management responsibilities then

- Ensure a safe work environment and compliance with University HS&W policies and legislation.
- *Effectively lead the professional staff in all aspects of people management including providing guidance, support and development.*
- *Ensure effective people management of direct reports to enable the team to deliver the business outcomes effectively and efficiently as practicable.*
- *Ensure timely completion of PDRs including development plans for direct reports and provide ongoing feedback on their work performance.*
- *Provide induction to new staff members.*
- *Provide leadership and guidance in ensuring a service culture and student centric approach is applied within professional services.*
- *Lead, mentor and coach staff to promote continuous improvement, including undertaking on-the-job training/instruction and providing daily feedback and performance management.*
- *Monitor, prioritise and coordinate workflow of direct reports.*

Note: *Include other statement/s and/or amend examples. Ensure they are not in italics on the document. The **exception is**:* Ensure a safe work environment and compliance with University HS&W policies and legislation ***mus**t appear in all people management positons.*

CAPABILITIES AND BEHAVIOURS

The Capability Dictionary is located at: http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf. The manager needs to identify those capabilities and behaviours relevant for the position and ensure the staff member reads and understands the capabilities and associated behaviours that align with the classification of this position.

Note: *The identified capabilities and behaviours are not required to be documented in the position description.*

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

SELECTION CRITERIA

List Knowledge and Experience in order of importance for the position (if required identify the essential and desirable criteria) and Qualification/s (as described in the EA Classification Standards for Professional Staff).

Knowledge and Experience:

1.

Qualification/s:

-

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