

**ANU College of Medicine, Biology and Environment
ANU College of Physical Sciences**

Joint Administration Group - Human Resources (JAGHR)

Human Resource Services

JAGHR provides transactional human resource services to the ANU College of Medicine, Biology & Environment and the ANU College of Physical Sciences. These services include payroll and personnel; recruitment; employee relations; reporting and information management. JAGHR works in partnership with clients and the Human Resource Division to provide quality, consistent and efficient services.

Recruitment, Selection and Appointment

- Provide advice and assistance with the creation of advertisements on receipt of draft role statements and selection criteria
- Manage the advertising process through central HR
- Confirm selection committee composition
- Provide secretariat support for recruitment processes
- Draft employment contracts for advertised and non-advertised positions
- Prepare and submit relevant paperwork to the Department of Immigration and Citizenship (DIAC) for visa sponsorships (permanent, temporary and occupational trainees)
- Arrange reimbursement of travel and removal costs for new starters (if applicable)
- Induct new staff members (assist with the completion of relevant paperwork and provide advice in relation to employee conditions, awards and entitlements)

Appointment Maintenance

- Expiry letters for resignations, retirements and end of fixed term contracts
- Extension letters for fixed term and casual contracts
- Transfer letters
- Change of hours letters
- Appointment and extension letters for visitors and arrange payment of allowances if applicable
- Appointment and extension letters and arrange payment of allowances
- Confirmation of employment letters

Reclassifications, Academic Promotions and Conversions

- Provide advice and assistance to supervisors with the preparation of conversion and reclassification applications
- Academic promotions: collation of applications, provision of secretariat and drafting of committee reports

Employment Relations Matters

- Provide advice and assistance with the following processes and issues: non-performance, misconduct, breach of contract, conflict of interest, grievances, change processes, workers compensation claims, injury notifications, return to work program management and liaison

ESP System Pay related media processing

- Hiring of new starters, extensions, transfers and terminations
- Increments, allowances, loadings, one-off payments
- Timesheets and overtime
- Academic promotions, reclassifications
- Payroll costing analysis - investigation of discrepancies identified within individual budget units

Reporting

- Incremental advancements, probationary periods, performance reviews, visa expirations and terminations
- Leave liabilities for annual and long service leave for both academic and general staff

Advice and support for the following HR functions is dependent on the complexity of the issue; and the knowledge, skills and experience within the team of the team. In general areas within the Human Resources Division handle more complicated HR matters requiring specialist knowledge and legislative expertise.

These include:

- Superannuation advice/Salary sacrificing
- Pre-Retirement Contracts
- Redundancy estimates
- Grievances & Disciplinary actions
- Industrial disputes
- College-wide reporting
- Learning and Development
- OHS, Injury Prevention and Rehabilitation
- Development of University policy and procedures