



Position Description – Talent Integrity & Contracts Advisor

Position Details

Position Title:	Talent Integrity & Contracts Advisor
Position Number:	
Portfolio:	Operations
School/Group:	People Team
Campus Location:	Based at the City campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 6
Employment Type:	Continuing
Time Fraction:	1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

Portfolio/Group

The People Team consists of a team of strategic HR professionals providing outstanding, client focused, proactive and effective solutions and services for all RMIT staff. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services. The People team operates in a manner that supports the RMIT values and achievement of the business objectives. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice; the People team enhances the ability of Colleges, Portfolios and Groups to meet their business objectives. This, in turn, enables University staff to better support the current and future student population at the University.

[People - RMIT University](#)

Position Summary

The Talent Integrity & Contracts Advisor is responsible for the administration and generation of employment contracts, contract renewals, academic promotions, honorary appointments and additional employment letters for new and existing Executive, Academic, Professional and TAFE staff. This can include liaising with stakeholders on complex contract matters which may involve understanding, interpreting and communicating relevant policy and RMIT's Enterprise Agreement, working with internal stakeholders and HR representatives to meet compliance with relevant policy and for audit purposes, ensuring appropriate certified documentation and approvals are received.

The Talent Integrity & Contracts Advisor will be responsible to manager customer relationships for Direct Appointments and to initiate the online Onboarding process for staff, assist with system testing of the Recruitment and Onboarding modules, provide end user training for successful implementation of new processes and technologies and also participate in projects as Subject Matter Expert (SME), as required.

Talent Integrity & Contracts Advisors will also take responsibility for managing compliance and policy related queries and complex contract matters in liaison with relevant People teams, and College stakeholders, for a range of domestic, international hires and visiting academics.

Reporting Line

Reports to: Manager, Talent Integrity and Contracts

Direct reports: N/A

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Administer and coordinate background checks, contract generation and contract renewals for new and existing employees ensuring all required approvals and documentation are obtained to meet audit compliance. Undertake detailed investigations of complex contract and contract renewal enquiries to provide a high level of support and advice to manager, staff and HR colleagues on relevant policy, process interpretation and how to structure contracts for complex or specialised appointments
- Proactively identify opportunities for continuous improvement or system issues in the Talent Integrity &

Contracts teamwork areas to enhance customer experience. This may include identifying system issues, performing user acceptance testing, and training of end users to build the necessary skills to effectively meet the Talent Integrity & Contracts and Talent Acquisition performance and customer satisfaction metrics.

- Providing timely and customer-focused employee onboarding services, advice and support to customers and clients. Act as the first point of contact for new employee induction and any pre-employment issues.
- Maintain knowledge of frequently changing immigration requirements, interpret and apply complex Fixed Term legislation and provide guidance to senior managers regarding the university's legislative and policy obligations and requirements, acting as a point of contact in liaison with Policy Workplace Relations team.
- Liaise with the People Global Mobility team to identify and assess work rights during the application and hire processes for paid and honorary appointments.
- HR checks – review jobs entered into system for accuracy, and compliant with Fixed Term and Fair Work legislation, policy and qualification requirements.
- Content reviews – review contract templates for accuracy and provide feedback on impacts when updated by Policy and Workplace Relations.
- Support the Manager, Talent Integrity & Contracts to enable the Talent Integrity & Contracts team to achieve high customer satisfaction through delivery of effective and efficient contract, and honorary administration. The incumbent may be required to act as Team Manager to cover absences as required.
- Support team members to meet client expectations and achieve team goals.
- Undertake other appropriate duties as directed by the Manager, Talent Integrity & Contracts.

Key Selection Criteria

- Demonstrated knowledge and experience in the development and delivery of contemporary recruitment, selection and employee onboarding practices
- Proven ability to prioritise multiple tasks to meet conflicting deadlines with strong attention to detail
- Highly developed interpersonal skills with demonstrated experience in a customer service environment within a large complex environment
- Excellent written and verbal communication skills with a strong focus on managing customer expectations
- Demonstrated ability to show initiative and creativity in solving problems
- Demonstrated commitment to quality assurance, compliance and continuous improvement
- Demonstrated experience in the use of a range of computer applications and the ability to quickly learn new technologies, including Microsoft Office Programs, Service Now, e-recruitment and onboarding systems including Workday, highly desirable.
- Proven ability to maintain confidentiality and to influence clients and stakeholders, and to build relationships with customer groups
- Proven experience and understanding of Employment contractual law as well as Fixed Term legislation, and work rights / visa requirements.

Qualifications

Relevant tertiary qualifications in Human Resource Management or related field, and/or relevant experience in a similar role.