

# Human Resource Services

## Executive and Support

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## HR Service Team

**Services Provided**

- Academic Promotions administration
- Conditions of Employment advice
- Vacancies advertisement
- HRS Training
- Immigration Information relating to recruitment
- Information on Research Staff
- Job Analysis
- Leave processing
- Managing for Performance
- Recruitment
- Short-term appointments
- Special Studies Program (SSP) administration
- Staff appointment (including scholarship holders)
- University Staff Induction Program

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<p><b>Health - School of Health Sciences, School of Medicine and Public Health, Faculty Office</b></p> <p><b>Yvonne Hooper (Tue, Wed, Fri)</b>                  Email: <a href="mailto:Yvonne.Hooper@newcastle.edu.au">Yvonne.Hooper@newcastle.edu.au</a>                  Phone: 492 15279                  Fax: 492 15285</p>	<p><b>Science and Information Technology</b></p> <p><b>Kim Phillis</b>                  Email: <a href="mailto:Kimberley.Phillis@newcastle.edu.au">Kimberley.Phillis@newcastle.edu.au</a>                  Phone: 492 15283                  Fax: 492 15285</p>

## Human Resource Services

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## Organisational Development Team

### Services Provided – Strategic

- Develop discussion and briefing papers on key HR issues/initiatives
- Develop operational workforce planning processes

### Services Provided – Organisational Development

- Develop and enhance leadership programs
- Conduct and report on organisational development surveys
- Develop an integrated staff development framework
- Provide organisational development support services to Faculties and Divisions

### Services Provided – Staff Communications and Web Publishing

- Develop and maintain the HRS website and other staff communication tools including In the Loop

### Services Provided – Staff Development

- Research and develop leadership and management instruments and programs
- Facilitate organisational unit planning sessions
- Design and conduct of workplace surveys
- Conduct individual and work unit needs analysis
- Source, liaise and contract external training providers
- Co-ordinate staff development laboratories
- Report staff training statistics

### Beverley Richards, Associate Director

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## Employee Relations Team

### Services Provided

- Awards and Enterprise Agreements: drafting, negotiation, implementation, interpretation and advice
- Industrial policy and procedure formulation
- Industrial case management and advice
- General Staff Classification Review
- Academic Workload
- Advice on separations
- Conflict Resolution – technical advice

**Paul Munro, Associate Director, Employee Relations**

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## Human Resource Information System Team

### Services Provided

- Administration and maintenance of HRonline
- Data integrity and organisational reporting
- Liaison with IT staff
- Administration and maintenance of Alesco

#### **Murray Scott, Manager, HRIS Team**

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## Health and Safety Team

### Services Provided

- Emergency Procedures
- First Aid
- Risk Analysis
- Injury/accident/hazard reporting and Injury Management
- OH&S Induction
- Safety in Research
- Worker's Compensation
- Workplace Committees

#### **Tina Crawford, Manager**

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# Human Resource Services

## Remuneration and Benefits Team

### Services Provided

- Prepare payroll and process timesheets
- Payroll administration/variations, etc
- Salary Packaging
- Superannuation advice and assistance
- Superannuation remittance and reconciliation
- Remuneration arrangements for executive staff
- Tax, bank and deduction records and associated reporting

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