Position Description – People and Culture Advisor

Updated 06/11/2026

POSITION DETAILS	
Portfolio	**Corporate Services**
Organisational Unit	**People and Culture**
Supervisor (Title)	**Lead/Senior People and Culture Business Partner**
Classification	**Higher Education Officer Level 6**
Employment Type	**Continuing, Full-time**

POSITION SUMMARY

Under general direction, the position supports the Senior/People and Culture Business Partner with a broad range of P&C activities to an allocated College or Portfolios. This includes ensuring that all P&C policies and processes are operationalised and effective.

The People and Culture Advisor is also the first point of contact within the College/Portfolios for the provision of HR advice and for responding to queries on the Enterprise Agreement and associated policies and procedures. The position is also the conduit to the Employment Services Team and ensures that all relevant paperwork is appropriately prepared and forwarded in a timely manner.

P&C Advisors will be required to change College/Portfolio allocations from time-to-time to ensure consistency of service and leave coverage.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence
- demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent.
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.



KEY POSITION RESPONSIBILITIES

The People and Culture Advisor is accountable for::

1. Providing responsive, sound advice to staff in an allocated College/Portfolio on a wide range of P&C matters ensuring that Enterprise Agreement, policies and procedures are consistently adhered to.
2. Supporting leaders with vacancy management processes in preparation for recruitment and contract administration processes in close collaboration with the Employment Services and Recruitment Teams, including delivering effective guidance and support in the management of operational issues that impact on staff resources and recruitment.
3. Providing excellent service ensuring effective relationship management with stakeholders.
4. Initiating and actioning processes in Workday as required as part of the workflow and provide education and support to managers and leaders in relation to the Workday system.
5. Supporting the Senior/P&C Business Partner with case management activities as required.
6. Providing support in classification/reclassification activities or review of new or changed positions in line with the Classification Procedure and Enterprise Agreement.
7. Supporting the administration of change management initiatives with respect to people management issues to ensure smooth transition and compliance with the Enterprise Agreement.
8. Contributing to process and policy development including undertaking research and analysing HR administration issues by monitoring and reporting on HR data and trends.
9. Facilitating the implementation of cyclical HR activities on an annual basis (i.e. PRD) through communication with and support to the College/Portfolio leaders on the relevant processes, tools and approaches.
10. With direction from the Senior/P&C Business Partner, developing, implementing and managing a broad range of HR projects and initiatives that contribute to the improvement of P&C service delivery.
11. Providing support to and promotion of P&C administrative processes to Colleges/Portfolios and the broader P&C team as required, such as academic promotions.
12. Working in close collaboration with other P&C Advisors, Colleges/Portfolios Service Delivery Teams and the Employment Services, Recruitment and Payroll Teams to ensure a consistent high-quality service.
13. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification in relevant discipline and/or significant demonstrated skills, knowledge and experience in Human Resources (HR) providing advice on a broad range of HR matters including administrative services and support.
- Demonstrated experience communicating, both verbally and in writing, in a succinct, professional and responsive manner to deliver client centric results.
- Demonstrated experience working with a HRIS, preferably Workday.
- Demonstrated ability to deal with confidential and sensitive matters of a complex nature.
- Demonstrated ability to influence and assist staff through change process.
- Experience in organising and undertaking multiple tasks with competing deadlines and in applying effective problem-solving skill to a range of issues, including the ability to interpret industrial instruments, analyse HR Data and apply policy and procedure.



- Well-developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of staff and the public.
- Demonstrated ability to evaluate administrative systems and procedures and being innovative in generating solutions.
- Demonstrated cultural sensitivity and experience of providing services in a diverse environment.
- Sound knowledge of the Australian Higher Education Sector and the distinctive profile of the Flinders University *(Desirable)*.

