

HR INFORMATION

Ms Miquel Baumgarten

HR Business Partner

People and Culture Division

3 December 2024



Australian
National
University

HR

ANU HR Teams

People and Culture

All HR professional staff are now under People and Culture















Admin Area Contacts

Contact Point	Contact details
	 recruitment.dss@anu.edu.au
	 https://services.anu.edu.au/business-units/division-of-shared-services
People & Culture Division	 hrbp.pc@anu.edu.au
	 https://services.anu.edu.au/business-units/human-resources-division/divisional-...

Local area HR contacts

[People & Culture Division](#)

College contacts

Contact Point	Contact details
ANU College of Science	 hr.cos@anu.edu.au  » visit website
ANU College of Health & Medicine	 HR.CHM@anu.edu.au  » visit website
ANU College of Law	 HR.Law@anu.edu.au  » visit website
ANU College of Engineering, Computing and Cybernetics	 hradvisory.cecc@anu.edu.au  » visit website
ANU College of Business & Economics	 HR.CBE@anu.edu.au  » visit website
ANU College of Asia & the Pacific	 cap.hradvisory@anu.edu.au  » visit website
ANU College of Arts & Social Sciences	 HR.CASS@anu.edu.au  » visit website



HR

ANU HR Teams

All HR professional staff are now under [People and Culture](#)

HR BP Team – hrbp.pc@anu.edu.au

- HR Manager
- HR Business Partners
- HR Advisors

Recruitment - recruitment.dss@anu.edu.au

- Division of Shared Services (DSS)

Payroll – employment.services@anu.edu.au

- Remuneration and Conditions

Provisioning – provisioning.team@anu.edu.au

- Set up new starters
- Fixed term ending emails

HR Systems – hssystem@anu.edu.au

- Reporting
- System errors



HR Queries

hrbp.pc@anu.edu.au

recruitment.dss@anu.edu.au

employment.services@anu.edu.au

HR Business Partner

- Performance development
- EA, policy and procedure queries
- Excess leave

Recruitment

- Assistance with job cards through ANU Recruit
- Advertising positions internally and externally

Employment Services (ie Payroll)

- Payroll queries eg timesheets, missing pay
- Superannuation requests eg increase/decrease payments

NOTE: Supervisors can now make Reporting Line Changes through HORUS



Recruiting

Selection Committees

Selection Committee Chair Training

- mandatory for the Chair prior to SC convening

Chair

- Supervisor of the position / Manager / Director
- provide Interview Questions
- provide Rating Criteria
- provide endorsed Selection Committee Report
 - based on selection criteria
 - no personal information
 - no discriminatory information

Selection Committee

- between 3 and 6 members
- reasonable gender mix
- all must be more senior than interviewee
- 1 x external to the area



Interviews

Tips

Interviews

Be Prepared

- Examples of previous work achievements that demonstrate your suitability to the role
- Practice interviewing with colleague/friend
- Practice your introduction – your ‘story so far’ – including why you want the role
- Handle logistics – have your outfit, resume and directions to the interview ready ahead of time
- Look, act and dress professionally
- Advise your referees that you are going for an interview and ensure they are contactable

ANU specific – if your referee is on the panel, try to get a referee report prior to the interview

At the Interview

- Make a good first impression – arrive early, be polite
- Sit up straight, leaning forward slightly and maintain eye contact
- Use STAR – Situation, Task, Action, Result – with answers



RAC

Recruitment Approval Committee

The RAC objective is to monitor and control the volume of recruitment activity within the University.

Responsible for ensuring that all recruitment efforts align with organisational goals, budgetary constraints, and strategic workforce planning.

To provide both strategic oversight and final approval of staff recruitment requests within the University.

- Meet fortnightly on Wednesday
- Cut-off is 5pm the previous Thursday

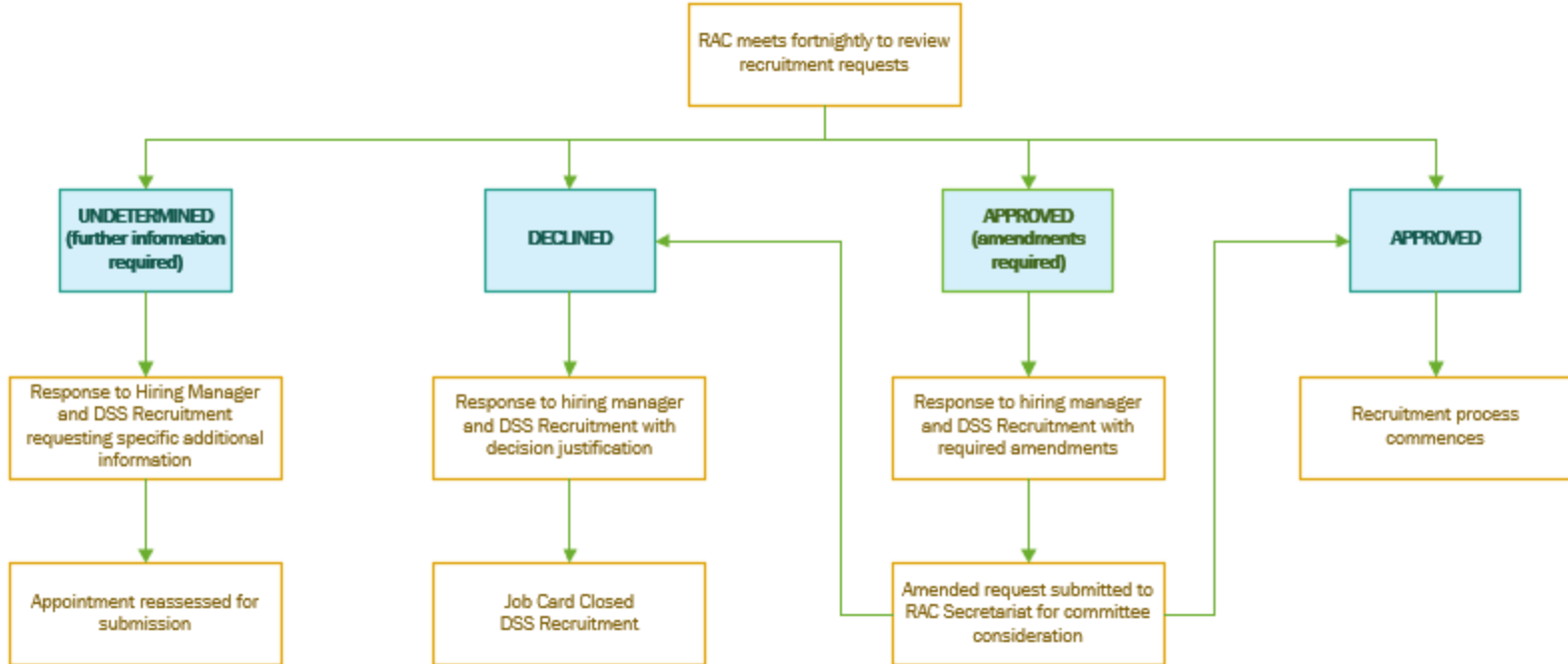
Membership of the RAC includes the following positions.

- Vice-Chancellor (Chair)
- Chief People Officer (Deputy-Chair)
- Chief Operating Officer
- Chief Financial Officer
- Provost



RAC

Recruitment Approval Committee



Questions?



THANK YOU

Contact

Ms Miquel Baumgarten
HR Business Partner
People & Culture Division

E hrbp.pc@anu.edu.au

W [People & Culture](#)



Australian
National
University