



POSITION DESCRIPTION

Position:	3611 Senior Business Partner
Work Area:	People and Culture
Classification:	Level 8
Supervisor:	6572 Associate Director, Workplace Relations and Business Partnering

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF PEOPLE AND CULTURE

People and Culture is a strategic partner supporting the University by providing skilled advice and quality services to attract, develop, motivate and retain a diverse workforce. We do this with an emphasis on engagement based on consultation and communication with the university community and we provide leadership in creating an inclusive, supportive and healthy work environment to enhance the quality of work life for all employees.

PRIMARY OBJECTIVES OF THE POSITION

1. Provide effective solutions to complex staffing matters
2. Provide sound operational and strategic advice to a wide variety of stakeholders
3. Ensure continuous improvement in P&C business processes



NATURE AND SCOPE OF POSITION

Under broad direction, the SBP will provide expert P&C business partnering services to designated University client groups across a broad range of P&C matters including: recruitment and selection, employee relations, workplace rehabilitation, remuneration, organisational development, equity, performance management and reporting.

KEY ACCOUNTABILITIES OF THE POSITION

1. Providing expert operational and strategic P&C advice to key University clients including managers, supervisors and staff members. This includes the provision of accurate and timely guidance on the management of staff and implementation of employment conditions.
2. Developing policies and procedures that foster strategic and effective P&C practices University wide, and the design of a range of strategies to facilitate and support implementation.
3. Provide senior project support to the Talent Acquisition Manager across a range of talent projects, including Employee Value Proposition (EVP), onboarding and candidate care programs, and strategic workforce diversity programs.
4. Develop targeted talent acquisition strategies and operational plans to build pipelines of qualified candidates to meet existing and forecasted talent needs.
5. Designing, implementing and evaluating a range of programs, projects and initiatives for targeted areas or the whole University. Such programs aim to optimise organisational effectiveness and can involve researching and developing proposals; consulting with and/or influencing stakeholders; designing and implementing interventions and projects; developing written materials and guidelines to support effective implementation and evaluating outcomes.
6. Contributing to the University's staff reporting, including Workforce Planning, federal government reporting, Council reports, and regular and ad-hoc staffing reports.
7. Contributing to University responses and submissions for P&C and legislative changes, funding initiatives and sectoral compliance such as to the Tertiary Education Quality and Standards Agency.
8. Maintaining and developing the Human Resource Information System (HRIS) and ensuring the accuracy and timeliness of HRIS reporting.
9. Contributing to employee relations, including conflict management and resolution, and the development and implementation of workplace agreements.
10. Providing accurate and timely advice to the Associate Director, Workplace Relations and Business Partnering and other P&C staff, as well as other University stakeholders, as required.
11. Actively participate in the core functions of a supervisor, including matters related to performance management and leading professional development activities.
12. Undertaking other duties within the range of skills normally associated with a position of this classification, as required.
13. Contribute to the design and implementation of change management programs and interventions.
14. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.



KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

Essential

1. A relevant degree with at least 4 years subsequent P&C Business Partnering experience, or extensive experience and management expertise, or an equivalent alternate combination of relevant knowledge training and/or experience.
2. Sound knowledge and experience in contemporary people and culture management including employee relations, recruitment and selection, workplace rehabilitation, remuneration, organisational development, equity, performance management, job design and evaluation, and workforce planning.
3. Demonstrated experience in the design and delivery of contemporary talent acquisition campaigns and projects, including experience using contemporary talent acquisition tools and systems (LinkedIn Recruiter, Applicant tracking Systems etc.)
4. Excellent interpersonal skills and extensive experience in consulting, influencing, facilitating and building credibility and rapport with a variety of client groups.
5. The ability to interpret, analyse, problem solve, advise and report on a range of strategic and operational P&C matters.
6. Excellent written communication skills and previous experience in the development and implementation of policies and procedures that foster strategic and effective P&C practices.
7. Excellent organisational skills, including the ability to plan, design and coordinate programs, projects and initiatives and coordinate people to achieve objectives.
8. Well-developed computing skills including word processing and spread sheeting combined with previous experience in the development and use of computerised Human Resource information systems.

Desirable

9. Previous work experience in a university or other tertiary education environment, and/or a sound knowledge of current issues in Australian higher education.
10. Expertise in contemporary people and culture management and its application.
11. Experience in significant change management initiatives or interventions.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.