



POSITION DESCRIPTION

University Services Operations
University Services

People and Culture Business Partner

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| POSITION NO | 0035425 |
| SALARY | Attractive remuneration package |
| SUPERANNUATION | Employer contribution of 9.5% |
| EMPLOYMENT TYPE | 12 Month Fixed Term (with possibility of continuing) |
| OTHER BENEFITS | http://hr.unimelb.edu.au/careers/working/benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://hr.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Caroline Henshaw Tel +61 3 8344 4516 Email: caroline.henshaw@unimelb.edu.au <i>Please do not send your application to this contact</i> |

For information about working for the University of Melbourne, visit our websites:

hr.unimelb.edu.au/careers
joining.unimelb.edu.au

THE UNIVERSITY OF MELBOURNE

- ▶ Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.
- ▶ The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.
- ▶ Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Commercial Services
- Project Services
- Research, Innovation and Commercialisation

UNIVERSITY SERVICES OPERATIONS

University Services Operations is a support group responsible for the coordinated delivery of services across all University Services portfolios.

The University Services People and Culture team is part of the Operations team.

Position Summary

The People and Culture Business Partner is responsible for partnering with the leadership of University Services to deliver on their people strategy.

Responsible for the execution, design and delivery of programs which drive capability of University Services staff, driving an effective shared services culture and leadership capability to realise the vision and goals of University Services.

The People and Culture Business Partner reports into the Associate Director of the People and Culture Team in the University Services Operations portfolio.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Significant experience in change management, aligning organisational structure and work with strategy, performance management, talent and succession planning, diversity and inclusion.
- ▶ Significant experience and knowledge of employment relations including legislation and practical case management
- ▶ Demonstrated ability to support and enable innovation and continuous improvement
- ▶ Demonstrated ability to work well within and lead team on specific projects and initiatives
- ▶ Outstanding relationships with internal and external stakeholders including senior leaders
- ▶ Postgraduate qualification or progress towards postgraduate qualifications in Human Resources and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training
- ▶ Excellent communication, persuasion and influencing skills

2. Special Requirements

- ▶ Membership of AHRI or equivalent, or substantial progress toward eligibility for accreditation.

3. Key Responsibilities

- ▶ To work with portfolio leads and managers to deliver business results through effective people strategies and practices.
- ▶ To support and deliver People and Culture business partnering services including performance management, change management and workforce development consistent as a key member in the HR business partner team of University Services.
- ▶ Provide advice a regarding employee relations matters including Enterprise Agreement/policy interpretation.

- ▶ Partnering and engaging with HR colleagues in Academic Divisions, Chancellery and Finance and Employee Services on the delivery of the University HR Strategy.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The role will proactively provide a wide range of expert HR-related advice and management strategies to managers and the leadership team of University Services.

The People and Culture Business Partner will work independently and support and guide portfolios using their own judgement. The role will act as a guide to more junior team members.

4.2 PROBLEM SOLVING AND JUDGEMENT

The position is required to make significant assessments and decisions across a range of activities operating in a complex structure and provide strategic advice requiring integration of a range of policies and business needs. An ability to resolve issues where policy and precedent are ambiguous and to manage sensitive and complex issues is critical.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The People and Culture Business Partner will have significant experience creating initiatives with the ability to deliver these in line with the University Services Plan and consistent with University HR strategies.

The occupant will be required to accurately interpret and apply the central HR principles and policies to local issues so will be required to have an in-depth knowledge of the University's Human Resource policies, processes, the University of Melbourne Collective Agreement, Awards and Conditions, Statutes and Regulations of the University and other relevant legislation.

4.4 BREADTH OF THE POSITION

The People and Culture Business Partner will have extensive interactions with leadership and staff across University Services, HR teams across the University and external parties including union representatives.