**Human Resources Director**

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0053706</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>Senior Manager 2</td>
</tr>
<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of up to 17%</td>
</tr>
<tr>
<td>WORKING HOURS</td>
<td>Full time (1 FTE)</td>
</tr>
<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
</tr>
<tr>
<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">Visit this link</a></td>
</tr>
<tr>
<td>HOW TO APPLY</td>
<td>To apply, please submit a cover letter and your resume (in Microsoft Word format) to <a href="mailto:silvana.pardo@transearch.com.au">silvana.pardo@transearch.com.au</a></td>
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</tbody>
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**CONTACT FOR ENQUIRIES ONLY**

We have engaged Transearch International Australia as our sourcing and selection partner on this role.

For more information, please contact Silvana Pardo on +61 411 302 582

For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Human Resources Director leads the delivery of our People Strategies and priorities within the respective Divisions, in line with the overarching People Strategy and HR policies at the University.

Managing a small team of HR Business Partners, the cluster/Division HR Director assumes a seat on the Division’s executive team; leads the people agenda for these businesses providing HR expertise and thought leadership; and is focused on the delivery of pragmatic, timely HR solutions and managing people risk.

This role, together with the HR Business Partner roles, partners with leaders to deliver on our People Strategies, which are designed to improve the experience of all staff, and is a key enabler for Advancing Melbourne 2030.

1. Key Responsibilities

   - HR Practice Leadership
     - As a member of the HR Generalist Practice, the Director is responsible for building the HR Practice.
     - Leverage opportunities to share and scale HR best practices across Divisions.
     - Drive consistency in the delivery of UoM people initiatives through the cluster model.
     - Lead, coach and develop the HRBP team, supporting to achieve the organisational objectives while fostering individual growth and job satisfaction.

   - Divisional HR process leadership
     - Engaging with Centres of Excellence as required, provide Divisional leadership and advice on Key HR program and procedural matters, including workforce planning, talent acquisition strategy (in conjunction with the University’s Talent Acquisition function), performance assessment, development planning, Divisional succession management, promotions and confirmations, industrial relations matters, dispute resolution and organisational change.
Strategy
- Work with divisional leadership and HRBPs to develop and drive divisional people plans.
- Ensure that Divisional people strategies align with UoM’s overarching people and culture strategies.
- Lead the implementation of UoM strategic HR initiatives in the Divisions.
- Provide input into UoM wide strategic people initiatives, representing divisional group challenges and requirements.
- Integrate market intelligence and external insights for people and talent into Divisional strategies and plans.

HR and Talent thought leadership
- Coach and advise senior Divisional leaders and HR Business Partners on strategic and complex people matters.
- Contribute to the HR Function’s broader initiatives and actively engage with HR Director peers, Centre of Excellence colleagues and HR Business Partner teams to create an active, engaged HR community of practice.

Case Management
- Provided case management leadership and advice to divisions, supporting the resolution of very complex cases in conjunction with workplace relations subject matter experts.

2. Selection Criteria

2.1 ESSENTIAL
- Degree qualified preferably in Human Resource Management, Psychology, Behavioural Sciences or Business, with demonstrated HR experience in a large, complex, matrixed reporting environment or an equivalent combination of relevant experience and/or education/training.
- Leadership experience across the spectrum of HR disciplines, including organisational development, employee and industrial relations, talent acquisition, employee engagement, diversity and inclusion, performance management, key talent management, workforce planning, remuneration and benefits and learning and development.
- Prior experience in a Business-Partner/Centre of Excellence/HR Shared Services construct is highly desirable.
- Outstanding leadership capabilities, including demonstrated expertise in building high-functioning collaborative teams reflecting a commitment to managing and developing staff to their full potential.
- A demonstrated capacity for high-level management of complex issues across a complex organisation.
- Demonstrated expertise in managing sensitive stakeholder relationships across a large, complex organisation, often with competing strategic requirements.
Outstanding interpersonal skills with the ability to motivate, persuade, negotiate and develop strong working relationships with senior staff across the University to achieve whole-of-university outcomes.

Demonstrated ability to exercise sound autonomous judgment and to initiate, independently formulate, develop and implement new ideas.

2.2 OTHER JOB RELATED INFORMATION

This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Reporting to the Chief Human Resources Officer, the Human Resources Director exercises a high level of discretion and judgement in undertaking the position’s responsibilities. The role works closely with fellow Human Resources Directors and other University leaders to achieve strategic and best practice outcomes.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Human Resources Director is expected to play a lead role in the delivery of our People Strategies and priorities within the respective Divisions while also contributing more broadly to the Human Resources practice.

Very high level of management skills in planning, problem-solving and judgement are essential; including in relation to highly sensitive and controversial matters.

The ability to exercise independent and mature judgement and the ability to gain the respect and confidence of senior staff is essential. Strong negotiation skills are also essential, particularly when negotiating the adoption of significant change with other divisions of the University and when dealing with difficult and sensitive issues.

The Human Resources Director works within the framework of University policy and legislation, using a high degree of initiative and judgement to identify and resolve problems. The incumbent provides the in-depth business knowledge required to effectively address complex issues and routinely exercises informed judgment in implementing solutions to problems.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Strong organisational knowledge is required.

3.4 RESOURCE MANAGEMENT

The Human Resources Director will be responsible for a team of Human Resources Business Partners.

3.5 BREADTH OF THE POSITION

Cluster, division and University-wide.
4. **Equal Opportunity, Diversity and Inclusion**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at: https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. **Other Information**

6.1 **CHANCELLERY**

Chancellery is led by the Vice-Chancellor and has a university-wide focus on:

- Delivering strategic leadership
- Allocating capital according to strategic priorities
- Developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- Ensuring identity or brand is consistent with strategic intent and purpose, and
- Overseeing policies and initiatives that develop the academic and professional expertise of university staff members.

6.2 **OFFICE OF THE PROVOST**

Led by the Provost, the Office of the Provost supports the achievement of the vision and objectives for education, people and community set out in Advancing Melbourne 2030. The Office of the Provost portfolio sits alongside other divisions (Research, Global, Culture and Engagement, Administration & Finance, Advancement & Communications) within Chancellery, and is responsible for strategic leadership in:
Education and student experience, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing and engagement and widening participation for students from disadvantaged backgrounds.

- People and Community, including Human Resources, academic and professional staff careers, University community-building, diversity and inclusion for students and staff, and the Respect at Melbourne program.

- Indigenous strategy, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.

- The Office of the Provost works closely with Faculties, other areas of Chancellery and external partners.

6.3 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 employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.
6.5 GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance