Office of the Provost
Chancellery

Director Remuneration and Benefits

POSITION NO 0061797

SALARY Senior Manager 2

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full time (1 FTE)

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY To apply, please submit a cover letter and your resume (in Microsoft Word format) to silvana.pardo@transearch.com.au

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
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 Director, Remuneration and Benefits, will design, develop, and implement an overarching remuneration framework for the university, manage Remuneration & Benefits activities, and provide expert recommendations and advice to ensure that the organisation is in the best possible position to attract, retain, and reward talent in line with the university's overarching People Strategy, Enterprise Agreement and HR policies.

The Director, Remuneration and Benefits reports directly to the Chief People Officer and partners closely with Workplace Relations & Governance, Business Services, Finance and Legal and Risk, as well as the HR Directors and other Centres of Excellence teams.

1. Key Responsibilities

- Remuneration & Benefits
  - Review existing compensation practices to inform recommendations relating to executive and senior manager remuneration frameworks.
  - Collect, collate, and validate current systems and processes related to remuneration & benefits ensuring compliance with policies, Enterprise Agreement and legislation adapting to increase efficiency of process and user experience over time.
  - Lead and manage Job Architecture Frameworks including design reviews as required.
  - Lead and manage employee benefits initiatives in partnership with Business Services to improve staff engagement and retention.
  - Manage the sourcing and utilisation of remuneration market data.
  - Further embed current banding methodology and gather industry relevant remuneration & benefits data.
  - Provide expert knowledge on Superannuation and partner with Business Services ensuring superannuation is managed in line with legislative requirements.
Lead the successful implementation of annual cyclical remuneration activities, identifying areas for improvement and uplift. Oversee Workday ACM (Advanced Compensation Module) and other systems of record related to remuneration, benefits & executive contracts.

Manage executive employment contracts and ensure alignment with overarching policies, legislation, and university practice, in consultation Workplace Relations & Governance team and HR Directors.

- Manage and advise on mobility policies, priorities and systems. Reporting and provision of expert advice
  - Develop suitable systems, tools and process to enable accurate workforce metrics and reporting data.
  - Develop and present papers and reporting on remuneration matters as required.
  - Work with senior stakeholders to identify and provide the information and analysis required to support key strategic decisions.
  - Offer counsel and expertise to CPO and other senior stakeholders as required including the HR Remuneration committee.
  - Act as the subject matter expert with the credibility to recommend appropriate changes in practice.
  - Provide input to remuneration surveys.

Play a key role in several initiatives and projects of work including:
  - The rollout of a remuneration policies ensuring appropriate knowledge and skills of the broader HR community and portfolio leaders in effective reward and recognition practices and policies.
  - Effective utilisation of new ERP (Workday) to ensure all rewards and benefits information is accurately captured and interpreted including expert knowledge of Workday ACM.
  - Contribute to broader People & Culture programs including Employee Value Proposition and people policies.

2. Selection Criteria

2.1 ESSENTIAL

- Degree qualified preferably in Human Resource Management, Behavioural Sciences (Finance Discipline) or Business, with demonstrated HR experience in a large, complex, matrixed reporting environment; or an equivalent combination of relevant experience and/or education/training.
- Significant experience in a senior Remuneration & Benefits leadership role. Solid experience of working in partnership/influencing senior leaders to drive effective outcomes and maximising the rewards and compensation 'value-add', ideally in a large matrixed environment.
- Leadership experience across the spectrum of HR disciplines including organisational development, employee & industrial relations, talent acquisition, employee engagement, diversity and inclusion, performance management, key talent management, workforce planning, remuneration & benefits and learning & development.
• Knowledge of proposed legislative and regulatory changes to corporate remuneration practices.
• Depth of expertise in the design, development and implementation of remuneration frameworks and incentive programs.
• Expert knowledge of remuneration and benefits trends and high level of commercial acumen.
• Experience working with executive management to influence thinking about remuneration approaches.
• Process management capability including strong attention to detail.
• Strategic capability with a practical, hands-on approach.
• The ability to work with still developing process/structure and with some level of ambiguity.
• High energy with strong results orientation and delivery focus
• 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.
• Outstanding interpersonal skills with the ability to motivate, persuade, negotiate and develop strong working relationships with senior staff in 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 Director, Rewards & Compensation 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 leader to achieve strategic and best practice outcomes.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Director, Rewards & Compensation is expected to play a lead role in the delivery of our People Strategies and specifically the design, development and implement of an overarching remuneration framework for the university while also contributing more broadly to the Human Resources practice.

Very high level of management skills in planning, problem-solving and judgement are essential.

The ability to exercise independent and mature judgement and the ability to gain respect and confidence of senior staff are 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 Director, Remuneration and Benefits 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 judgement in implementing solutions to problems.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Strong professional expertise and organisational knowledge required.

3.4 BREADTH OF THE POSITION

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

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