Office of the Provost  
CHRO Group | HR Governance, Risk & Policy

**HR Policy Officer**

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0053695</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>UOM 8</td>
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<tr>
<td>SALARY</td>
<td>UOM 8 - $110,709 - $119,829 (pro rata for part-time)</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Part-time or Full-time, based on candidate's skills, experience and preferences</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
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<tr>
<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<td>HOW TO APPLY</td>
<td>Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.</td>
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<tr>
<td>CONTACT FOR ENQUIRIES ONLY</td>
<td>Tom Henry, Associate Director – HR Policy</td>
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<td></td>
<td>Email: <a href="mailto:trhenry@unimelb.edu.au">trhenry@unimelb.edu.au</a></td>
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<td>Please do not send your application to this contact</td>
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For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The HR Policy Officer supports and delivers HR policy projects. The role drafts and amends policies, explores and makes recommendations on policy topics, consults across the University, prepares advice and reports, manages communications, and assists in driving key HR policy projects that support the University’s strategic and operational objectives.

The role will take a proactive, solutions-focused approach to problem-solving, anticipating business needs, fostering relationships and networks, and supporting clear channels of communication and information flow to meet organisational objectives.

The Policy Officer will:

1. Work with the Associate Director - HR Policy, HR Change Implementation Officer and other colleagues to create, review and update HR policies, procedures and policy-related communications, training and guidance material;
2. Contribute to the Governance, Risk and Policy team’s work in building and strengthening the frameworks for HR governance, risk and compliance, contracts and remuneration, HR data and reporting; and
3. Support other HR operational activities for the CHRO group.

The role of the HR Policy Officer sits in the Governance, Risk and Policy team (within the broader Workplace Relations, Governance and Investigations team in Human Resources) in the Chief Human Resources Officer group and reports to the Associate Director – HR Policy.

1. Key Responsibilities

1.1 POLICY RELATED RESEARCH, DRAFTING AND ADVICE

- Works with the Associate Director - HR Policy, the HR Change Implementation Officer and the HR Governance, Risk and Policy team in delivering, monitoring and reporting on HR policy projects.
- Researches, advises on and prepares input into strategic, diverse and complex policy matters across all HR subject-matter.
- Creates, updates and improves HR policies, procedures, work instructions and operating procedures, and policy-related communications and guidance material.
- Ensures that sector-specific and HR-related reforms and trends that impact on all aspects of HR are identified and reflected in the team’s priorities and planning.

1.2 COMMUNICATION AND ENGAGEMENT

- Prepares, contributes to, researches, delivers and manages communications including reports, briefings and submissions that are of high quality, comprehensive, accurate, and timely.
- Liaises across a broad range of stakeholders to gather information and data, manage expectations, consolidate understanding, and monitor progress on key issues.
Establishes collaborative working relationships with key stakeholders across the institution to support the development and implementation of HR policy projects.

1.3 PROJECT SUPPORT AND MANAGEMENT

- Supports end-to-end policy-related activities and initiatives and proactively ensures deadlines are met.
- Contributes to the design and development of implementation activities.

2. Selection Criteria

2.1 ESSENTIAL

- Tertiary qualifications in management, HR, business, law or other relevant field, and/or experience in a similar or equivalent role.
- Experience in HR operations, project and/or program management, including effective stakeholder engagement, monitoring of progress and responding to challenges and opportunities and focusing on innovation to deliver successful outcomes.
- Strong attention to detail and organisational skills with the ability to self-manage, multi-task, and balance competing priorities within a dynamic environment with competing deadlines, managing the different priorities of stakeholders as required.
- Skills in technical writing, such as developing work instructions and operating procedures.
- Outstanding interpersonal and influencing skills with diverse stakeholders, including experience in building and managing effective and cooperative relationships in cross-functional teams.
- Outstanding verbal and written skills with demonstrated ability to prepare clear, concise and accurate policies, internal communications, reports, project briefings, presentations and policy recommendations on broad and complex issues, adapting communication style as necessary.
- Ability to quickly grasp complex technical concepts and translate them into ‘user-friendly’ language.
- Excellent analytical, strategic, data management, conceptual and problem-solving skills with the ability to glean actionable insights and clearly communicate recommendations.
- Ability to adapt to new situations and quickly assimilate new concepts and confidently work with complexity, change and ambiguity.
- Self-driven and resilient, with the initiative to share relevant and related information and partner with others to achieve business outcomes.
- Highest integrity and values-driven practice, consistent with University of Melbourne’s commitment to diversity, inclusion, equal opportunity and respect.

2.2 DESIRABLE

- Experience working in the higher education sector or a similar regulatory environment will be highly regarded.
- Strong level of cultural competence and awareness.
2.3 OTHER INFORMATION

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

3. 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.

4. 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.

5. Other Information

5.1 CHRO

Human Resources and OHS: This function is responsible for developing the people strategy to support the University’s strategic plan and is accountable for the performance and delivery of the Human Resources function across the University. It provides policy, industrial relations and critical advice and guidance ensuring that the University is compliant and cohesive whilst creating a culture that attracts and retains talent.
function is also responsible for creating and maintaining a safe workplace where people can thrive and do their best work.

5.2 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

5.3 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.

5.4 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