Human Resources Business Partner

POSITION NO 0054582

CLASSIFICATION UOM 9

SALARY $134,320 - $139,749 p.a. (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full time (1.0 FTE)

BASIS OF EMPLOYMENT Continuing

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

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

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Please do not send your application to this contact

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 Human Resources Business Partner is responsible for ensuring HR strategy is aligned to Divisional strategy and that University-wide HR initiatives and practices are implemented and ‘operationalised’ at a Divisional level by working closely with Divisional leaders, in a consistent and aligned way. The role reports to the ‘cluster’ Human Resources Director as part of the CHRO portfolio and is embedded in the Division.

The role provides the business partnering relationship with the Division and works within a clustered network of HRBPs and in collaboration with their HR colleagues to ensure alignment to both the cluster and the institutional people and culture priorities and polices, as well as in the sharing of best practices. This model leverages opportunities to share and scale HR delivery across cluster Divisions.

HR Business Partners will develop and apply a deep understanding of their local Division and cluster strategy and context and will assist their cluster HR Director in developing and implementing HR plans that support Divisional strategy, along with providing HR generalist advice to support Divisions in solutioning HR matters.

HR Business Partners work closely with CHRO (HR Directors and Centres of Excellence) and HR Services leads, to ensure that when required, work is directed to the appropriate subject matter expert in the wider HR function for both operational matters as well as to resolve escalated Divisional issues.

HR Business Partners and their HR Directors build an aligned community of practice with the agility to respond to both local Divisional and wider University HR needs, on a best practice basis.

1. Key Responsibilities

1.1 Partnering and Strategic Alignment

- Implement key strategic HR initiatives in collaboration with the Division and translate University-wide HR and Talent initiatives to align with Divisional objectives.
- Develop and execute HR-related plans supporting Divisional strategy, including workforce plans and succession plans.
Drive implementation of Divisional people plans, ensuring alignment with University HR initiatives.

Actively participate in Divisional leadership meetings and engage with key stakeholders.

### 1.2 Workforce Planning and Talent Management

- Lead workforce planning and talent management discussions at the Divisional level.
- Support Divisional recruitment by aligning with workforce plans and strategic priorities.
- Provide guidance to hiring managers and engage Talent Acquisition for Professional staff recruitment.
- Offer administrative support for all Division hiring processes.

### 1.3 HR Advice and Compliance

- Advise Division leadership and staff on people-related matters.
- Interpret and ensure compliance with University HR policies and procedures.
- Lead Divisional-level initiatives such as performance assessments, promotions, and conflict resolution.
- Support Divisional leadership in organizational design and change processes.
- Manage Divisional people issues and escalate when necessary.

### 1.4 Brokerage of SME Advice

- Collaborate with Division leadership and Centres of Excellence to identify development and training opportunities.
- Engage HR Services for support in various processes, including Talent Acquisition and Workplace Relations.

### 2. Selection Criteria

#### 2.1 Essential

- Relevant tertiary qualification with demonstrated HR work experience in a complex, matrixed environment.
- Expertise in complex HR advice and Generalist HR skills.
- Demonstrated understanding of complex HR policy environments and Enterprise Agreements.
- Proficiency in performance management, talent assessment, and HR project execution.
- Proven ability to establish and maintain effective working relationships at all levels.
- Excellent written and verbal communication skills tailored to the audience's needs.
- Strong analytical and fact-based problem-solving skills.
- Displays empathy, tact, and judgment in handling confidential matters.
- Ability to collaborate cross-functionally to deliver HR solutions.
- Ability to build effective partnerships with Business Services and Centres of Excellence for seamless HR delivery.
2.2 DESIRABLE

- Previous experience in Business Partner, Centre of Excellence, or HR Shared Services

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-of-personnel

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

5. Other Information

5.1 BUDGET DIVISION

Human Resource 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. The function is also
The University of Melbourne is 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