MELBOURNE SCHOOL OF ENGINEERING

HUMAN RESOURCES ADVISOR

POSITION NO 0034474

DEPARTMENT Human Resources

CLASSIFICATION PSC 5

SALARY Range $68,892.00 - $79,130.00

SUPERANNUATION Employer Contribution 9.5%

WORKING HOURS Full Time

REPORTS TO Lauren Walden

DIRECT REPORTS NA

BASIS OF EMPLOYMENT Fixed Term (12 months)

The Melbourne School of Engineering is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

LOCATION Parkville campus

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
The University of Melbourne

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It's consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

To discover more about the University’s strategy, Growing Esteem, visit: https://about.unimelb.edu.au/strategy/growing-esteem

Melbourne School of Engineering

Our ten-year strategy, MSE 2025, is our School’s commitment to bring to life the University-wide strategy Growing Esteem and reinforce the University of Melbourne’s position as one of the best in the world. Investment in new infrastructure, strengthening industry engagement and growing the size and diversity of our staff and student base to drive innovation and develop the transformative technologies of the future are all fundamental principles underpinning MSE 2025.

Melbourne School of Engineering (MSE) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). MSE continues to attract top staff and students with a global reputation, and has a commitment to knowledge for the betterment of society.

MSE HR Team

As one of Victoria’s largest employers, our Human Resources team works closely with the school to deliver our strategic people strategy that will drive MSE towards its 2025 goals. We have an unwavering focus on building capability for MSE’s future by attracting, retaining & developing great talent and creating an environment in which they flourish. Our team is comprised of eight dedicated team members which includes business partners, advisors and talent acquisition. We are culture and engagement champions, focused on working collaboratively every day to empower MSE people. We are a team genuinely focused on influencing the MSE business journey and its future.
Position Purpose

The HR Advisor plays an integral role supporting the HR team and coordinating the delivery of HR services. The HR function operates within a business partnering model that ensures our HR team can work closely across the school in the delivery of MSE strategies.

The primary focus of this role is to provide consistent and timely HR advice to internal queries on a broad range of generalist HR matters including: administration, policy and procedures, recruitment and selection, visa processing and HR reporting. The HR Advisor will contribute to the delivery of the MSE HR people strategy through leading key projects including simplifying and improving our operational processes.

The HR Advisor partners with a wide range of stakeholders across MSE. We pride ourselves on building solid relationships with our MSE clients and ensuring the link between University HR functions and MSE is seamless.

Success in this role will be driven by an aptitude for excellence in service, collaboration, taking accountability and having a willingness to learn.

Selection Criteria

EDUCATION / QUALIFICATIONS

- A qualification in Human Resources or related field with at least 2 years’ experience in related role; or
- an equivalent combination of relevant experience and/or education/training.

ESSENTIAL – KNOWLEDGE & SKILLS

- Developed knowledge of HR processes and the ability to interpret policies and provide solutions to clients.
- High level interpersonal, written and verbal communication skills. Including the ability to simplify HR concepts for the understanding of clients.
- Demonstrated learning agility with an action oriented and innovative approach where you are always looking for ways to improve.
- Strong problem-solving skills and judgment to analyse situations and provide appropriate solutions.
- Demonstrated ability to build and maintain trusted professional relationships with a range of stakeholders.
- Ability to prioritise work demands and complete tasks to tight timelines to achieve set objectives. Including experience working to service level agreements.
- A demonstrated customer centric mindset providing advice that is timely, consistent and considers the clients end goal.
- Ability to work collaboratively, positively and flexibly both in a team and independently to achieve results.
Key Responsibilities

- Develop and maintain a trusted advisor relationship with key clients in the MSE business.
- Provide HR advice to leaders and employees as queries arise. Specifically, topics of advice may include leave, hours of work, casual appointments, contract queries and variations, employee data and other common policy questions.
- Understand the HR matrix structure of the university and advice clients on the best way to navigate to a solution.
- Lead employee lifecycle projects including reporting, promotions, academic confirmation, special study leave and excess leave processes.
- Lead recruitment support for assigned roles. Including providing hiring managers advice on recruitment process, review position descriptions, create job advertisements, complete shortlisting and phone screens.
- Manage end to end recruitment administration including role creation in our recruitment system, contract generation and on boarding activities.
- Lead on boarding activities for new starters including delivering of the induction program for the school.
- Manage relationship with external VISA lawyer provider. Ensure they deliver to their commitments for our school in a timely and effective manner.