



## POSITION DESCRIPTION

Employment Compliance Directorate  
Office of the Provost

### HR Policy and Workforce Instruction Lead

<b>POSITION NO</b>	0064201
<b>CLASSIFICATION</b>	UOM 10
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	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.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Ivanka Yan Phone: 03 9035 3243 Email <a href="mailto:ivanka.yan@unimelb.edu.au">ivanka.yan@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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***

Reporting to the Associate Director, Policy, Change & Communications, the HR Policy and Workforce Instruction Lead is responsible for ensuring the University provides employees and other stakeholders internal and external to the University with clear and consistent guidance regarding the role it expects those stakeholders to play in ensuring the University meets its various employment related obligations.

The HR Policy and Workforce Instruction Lead will bring to the role a deep knowledge of and expertise in employment regulations that impact employers generally and the university sector specifically, and will have significant experience and a track record in communicating those obligations to stakeholders in a way that best enables them to understand and play their part in having the University abide by those obligations.

The role will build and maintain relationships at all levels and across all University Faculties and Portfolios, with the incumbent leveraging their existing understanding of university operational needs and their well-developed influencing skills to deliver fit for purpose work instruction outcomes that are practical, understandable and ensure the University's ongoing compliance with its various obligations.

The HR Policy and Workforce Instruction Lead will work closely with other members of the Policy, Change & Communications team to successfully deliver capability uplifts with regard to University understanding of existing policies and effective change management when policies or other work instructions are updated. The HR Policy and Workforce Instruction Lead will also work closely with other members of the Employment Compliance Directorate, taking advantage of insights drawn from data and stakeholder engagement to inform and ongoing assessment of whether HR policies and other work instructions are fit for purpose.

### ***1. Key Responsibilities***

- ▶ Lead the development and subsequent ownership of a University HR Policy and Work Instruction Framework (Framework), ensuring all instructions are contemporary and provide a cohesive and consumable message to stakeholders who rely on these documents to perform their day-to-day roles.

- ▶ Take primary responsibility for authoring and updating University-wide HR policies and procedures, ensuring accuracy and alignment with the University's objectives and compliance standards.
- ▶ Provide strategic advice to and work closely with senior University stakeholders responsible for creating local and/or subordinate work instructions, ensuring duplication and inconsistencies are avoided and that all work instructions are written in the context of the Framework.
- ▶ Partner with other members of the Policy, Change & Communications team to ensure that updates to Framework documents are managed through effective change processes, supporting seamless adoption and understanding across impacted areas.
- ▶ Establish and maintain effective working relationships with key stakeholders across the University, motivating and influencing stakeholders to deliver fit for purpose work instruction outcomes.
- ▶ Develop strong stakeholder relationships across the University to gain insights into their operational environments, using this understanding to ensure HR policies and instructions remain relevant, actionable and aligned.
- ▶ Maintaining an ongoing awareness and understanding of legislative, regulatory and other external changes relevant to the University, proactively leading policy review and updates to keep the University's HR policies compliant and current.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A Post-Graduate Qualification in Human Resources, Finance, Law, Risk Management or a similar field and extensive experience in a similar role, or an equivalent combination of extensive experience and education/training.
- ▶ Extensive experience with and deep knowledge of employment related legislation and associated obligations, including those arising from Enterprise Agreements and Awards, with substantial experience in interpreting and applying these within an organisational context.
- ▶ Deep experience in developing and owning a policy and instruction framework, either at a whole of organisation level or for within the context of a broader organisational framework
- ▶ Experience working with the higher education sector that might have been gained working within a university setting or as a consultant to the university sector, that has enabled a detailed understanding of university operating norms in Faculty and Portfolio settings.
- ▶ Demonstrated ability to effectively persuade, inspire and motivate stakeholders.
- ▶ Exceptional problem-solving and strategic critical thinking skills, with a proven track record of diagnosing and resolving complex technical challenges.

### **2.2 DESIRABLE**

- ▶ Previous experience working on strategic projects that have contributed to organisational capability uplift.
- ▶ Completion of a postgraduate qualification or progress towards graduate qualifications in governance or a related field.

## **2.3 OTHER JOB-RELATED INFORMATION**

- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

## ***3. Job Complexity, Skills, Knowledge***

### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The HR Policy and Workforce Instruction Lead will operate with a high degree of autonomy and professional independence in line with the direction given by the Associate Director, Policy, Change & Communications.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The HR Policy and Workforce Instruction Lead will possess highly advanced problem-solving skills and a strategic ability to plan and prioritise tasks. The incumbent is expected to proactively identify, recommend, and drive the implementation of continuous improvement initiatives, ensuring the ongoing effectiveness and optimisation of the portfolio delivery.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

This role requires deep knowledge of Australian employment obligations and methods by which those obligations can be practically achieved, especially in a university setting, with knowledge from other sectors highly valued.

### **3.4 BREADTH OF THE POSITION**

The HR Policy and Workforce Instruction Lead will engage with all areas of the University in the performance of their role. The role does not have direct reports, but the incumbent will be required to leverage their highly developed influencing and motivating skills when working with a wide range of stakeholders across the University to achieve strategic outcomes, including senior stakeholders.

## ***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:

- o Delivering strategic leadership
- o Allocating capital according to strategic priorities
- o Developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- o Ensuring identity or brand is consistent with strategic intent and purpose, and Position number  
The University of Melbourne
- o 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, International, Strategy & Culture, Administration & Finance) within Chancellery, and is responsible for strategic leadership in:

- o 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.

o 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.

o Indigenous strategy and partnerships, 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, 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 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 that will reshape the campus and our contribution to the communities we engage with. This strategy and the priorities proposed are 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>