



## POSITION DESCRIPTION

Chief People Officer  
Chancellery

# Associate Director, Employment Compliance Monitoring & Assurance

<b>POSITION NO</b>	0063728
<b>CLASSIFICATION</b>	Senior Manager 1
<b>SALARY</b>	Attractive remuneration package by negotiation
<b>WORKING HOURS</b>	Full time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing Executive Director, Employment Compliance
<b>REPORTS TO</b>	
<b>DIRECT / INDIRECT REPORTS</b>	Approx 15 reports
<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>	Steve Baker-Smith Ph. 0403 603 764 <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***

The Associate Director, Employment Compliance Monitoring & Assurance will lead cross University activities to ensure compliance with the University of Melbourne Enterprise agreement and applicable employment and workplace legislation and regulation.

The position will lead a team who leads end to end case management of the wage enquiry and claims processes, including initial triage and prioritization, investigation, analysis, remediation and reporting.

The Associate Director will also provide leadership to a community of practice for the compliance network across the University to ensure continuous improvement and embedding of consistent better practice processes and frameworks for managing compliance across all faculties and business areas.

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

#### **1.1 LEADERSHIP**

- ▶ Establish and embed the Employment Compliance Team as a key enabler of employment related compliance across the University
- ▶ Proactively foster key relationships with colleagues across the University and support those colleagues and their teams as they follow processes that contribute to University-wide employment compliance
- ▶ Provide input into the development and maintenance of human resource policies, procedures, and work practices to enable compliant management and appropriate risk mitigation

#### **1.2 OVERSIGHT OF WAGE ENQUIRY AND REMEDIATION CASE MANAGEMENT**

- ▶ Oversee process for new wage enquiries and claims, including the effective triage of cases and determination of high-level requirements for assessment to ensure effective prioritisation and management of resources
- ▶ Oversee timely investigations, ensuring relevant policies and standard operating procedures are followed and appropriate consultation with stakeholders is undertaken to inform outcomes for current and former employees
- ▶ Review draft outcomes and initial calculations where necessary and ensure appropriate approvals through the case resolution panel process
- ▶ Provide effective oversight of the repository of claims and outcomes, ensuring appropriate record keeping and reporting
- ▶ Ensure timely and appropriate communication to current and former employee throughout the process, ensuring timely updates within agreed timeframes and outcomes in line with agreed frameworks
- ▶ Ensure that learnings taken from wage enquiries inform broader University processes, as appropriate

### **1.3 EMPLOYMENT COMPLIANCE MANAGEMENT ACROSS THE UNIVERSITY**

- ▶ Work with the Casual Compliance Managers to ensure consistent employment compliance management practices across the University
- ▶ Establish a rhythm of regular reviews and reporting of employment compliance practices, ensuring a high level of compliance and accuracy
- ▶ Provide subject matter leadership across the University to ensure that workforce planning requirements are integrated into the broader workforce planning process

### **1.4 COLLABORATION WITH OTHER STAKEHOLDERS**

- ▶ Work closely with the Director, HR Services, and in collaboration with Chancellery and Academic Divisions, to identify employment-related compliance obligations and gaps
- ▶ Engage with, and provide compliance contribution to, projects which have people related impacts to support transition and support the consideration of ensure employment compliance requirements

### **1.5 RESPONSIBILITY AND COMPLIANCE**

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these while providing compliant advice to others
- ▶ Ensure a thorough understanding of all employment related contractual commitments and deliverables, including the legal and regulatory frameworks referenced
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5

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

### **2.1 ESSENTIAL**

- ▶ Tertiary qualification/s in a relevant discipline, and demonstrated relevant professional experience, or equivalent significant experience in lieu of qualification.
- ▶ Extensive knowledge and experience with provision of complex compliance advice and guidance
- ▶ Experience with employment legislation and employment related university regulation
- ▶ Demonstrable experience working with stakeholders at all levels within a large and complex organisation with the ability to influence outcomes
- ▶ Strong leadership experience with the ability to lead a team to support the achievements of positive improvements and embedding a culture of compliance
- ▶ Excellent verbal and written communication skills with the ability to prepare high quality communications including reports and presentations
- ▶ Strong interpersonal skills with the ability to establish develop strong working relationships with staff across the University to achieve desired outcomes

## 2.2 DESIRABLE

- ▶ Experience in higher education and/or the Victorian public sector are desirable

## 2.3 OTHER JOB-RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ This role may require occasional work outside of ordinary hours.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Reporting to the Executive Director, Employment Compliance, the Associate Director, Employment Compliance Monitoring & Assurance needs to exercise discretion and judgement in undertaking the position's responsibilities.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will demonstrate excellent analytical and pragmatic problem-solving skills, as well as the ability to adapt to new situations and quickly assimilate new concepts and be confident working with complexity, change and ambiguity.

## 3.3 ORGANISATIONAL KNOWLEDGE

Maintain a sound understanding of University policies and standards, the University's Enterprise Agreement, and applicable employment legislation and regulations.

# 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 ORGANISATION UNIT**

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**

<https://about.unimelb.edu.au/leadership/senior-leadership/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>