

Position Description



Position title:	Manager, Human Resources Business Partnering
School/Directorate/VCO:	Human Resources
Campus:	Ballarat or Berwick Campus. Travel between campuses will be required.
Classification:	Attractive Remuneration package
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Lisa Pickering Associate Director, Organisational Development and Performance Telephone: (03) 5327 9620 Email: li.pickering@federation.edu.au
Recruitment number:	850571

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia’s oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

Human Resources provides a range of strategic and operational services for the organisation and its staff including talent management, policy development, planning, learning and development, change management, organisational reviews, workplace relations, payroll and benefits and employee support services.

The Human Resources team is an integral part of the business strategy and decision-making process focusing their efforts on strategic and operational programs and services that support our people and organisational objectives.

We develop partnerships based on trust and integrity to foster excellence and engagement, as we work to strengthen the University's ability to recruit and retain high quality staff, and develop a culture that encourages and supports academics and professional staff to reach their full potential.

Staff within the Human Resources Directorate will actively demonstrate:

- Customer centricity and a solution orientated approach;
- Prompt, efficient and quality service;
- Respect confidentiality and act with integrity in all matters;
- A positive approach to achieve the best possible outcomes;
- Close working relationships with our Schools and Directorates to identify needs and assist in servicing them;
- Respectful and courtesy at all times.

Position summary

The Manager, Human Resources Business Partnering plays a strategic role in partnering with the University's leaders on key organisational and management matters aligned with the overall strategic priorities and objectives of the University. They are responsible for embedding a true Human Resources (HR) partnering ethos and culture within HR and across the client base to enable the effective, consistent and proactive application and implementation of tailored solutions and initiatives in response to strategic priorities, emerging issues and change processes.

They will lead and develop a team of HR business partnering professionals to provide vertical and horizontal business engagement and partnering to an ambitious transformation agenda across the University including advice, support and services to their designated client groups promoting a culture of continuous growth and development. The position will provide strategic business partnering services to senior executive members of staff and work collaboratively with the Human Resources Senior Team and other HR employees to ensure knowledge transfer and capability building within the Human Resources Directorate.

Travel to other University locations will be required on a regular basis as the business partnering team is located at various campuses across Victoria.

Key responsibilities

1. Represent the Directorate as one of the HR leads in the University's growth agenda as a member of a number of strategic growth projects in a horizontal and vertical-based model and provide advice and consultancy on organisational restructures, implementation of change initiatives and contribute to the strategic direction of the University.
2. Embed a strategic partnering model in Human Resources and raise the capability profile of the Human Resources Business Partnering (HRBP) team as internal consultants to the business with the University client base.
3. Build and maintain strategic partnering relationships between Human Resources and designated leaders/client groups to ensure the delivery of responsive and high-quality services, advice and support.
4. Manage the Human Resources Business partnering function. This includes working with a partnering framework to develop and broaden the capability of the HRBP team, providing coaching and advice to the HR professionals, and leading the development of processes, guidelines, toolkits and knowledge transfer.
5. Partner with designated client groups to implement strategic and operational activities and initiatives while ensuring compliance with relevant policies, procedures, agreements and legislation.
6. Work in consultation with the Associate Director, Organisational Development and Performance and provide

leadership to the HRBP team in co-developing and implementing University-wide initiatives and programs within their areas of expertise aimed at achieving HR's strategic objectives and/or improving HR operations and service delivery.

7. Work collaboratively with the Manager, Workplace Relations and other HR professionals to provide early specialised advice and intervention for employee and team-based matters. Case manage and/or supervise complex individual employee or team-related issues.
8. Work collaboratively with designated client groups to build people management capability for managing organisational change, conflict and employee matters.
9. Provide data analyses and detailed management information reports with informed recommendations to designated client groups.
10. Manage the development, review and implementation of major Human Resources policies and procedures involving liaison with a range of stakeholders. Develop and review policies and procedures where applicable.
11. Lead research into complex Human Resources issues and future needs to identify new and innovative policies and/or practices for the broad operational Human Resources planning framework.
12. Reflect and embed the University's Principles, Strengths and Strategic Priorities when exercising the responsibilities of this position.
13. Undertake the responsibilities of the position adhering to:
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Manager, Human Resources Business Partnering reports to and works under the broad direction of the Associate Director, Organisational Development and Performance. The position is responsible for managing and supporting the HR professionals within the Business Partnering function, in addition to developing and implementing a partnering framework and processes.

Training and qualifications

Postgraduate qualifications in human resources/organisational development or equivalent and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.

Position and Organisational relationships

The position will work under the broad direction of the Associate Director, Organisational Development and Performance with a considerable degree of autonomy. The successful applicant has scope to apply their professional judgement and expertise working with University stakeholders and the Human Resources team.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A relevant postgraduate qualification and extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.
2. Extensive Human Resource experience and demonstrated outcomes in business partnering models, operating at a senior level providing strategic workforce and employee relations advice and consultancy services to implement client focused human resource strategies, programs and services.

3. Extensive knowledge relating to the methodology, systems and procedures across the broad spectrum of HR disciplines, and an understanding of contemporary trends and practices in human resource management, continuous improvement and change management.
4. High level interpersonal and relationship management skills to seamlessly interact at all levels, reinforced by the ability to effectively influence human resource practices and strategic directions at senior levels to achieve the integration of Human Resources Services.
5. High level oral, written and reporting skills, reinforced by exceptional liaison, negotiation and mediation skills and ability to communicate effectively across diverse audiences and levels.
6. Strong leadership and organisational resource management skills, including the ability to build relationships and engage with Schools and Directorates in the delivery of services in an environment of competing priorities.
7. Highly developed strategic, conceptual and analytical skills, including the ability to interpret and apply legislation.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.