HR Adviser

Department/Unit	HR Business Partnering
Faculty/Division	Monash HR
Classification	HEW Level 7
Work location	Mulgrave, Clayton, Caulfield campuses and other University locations as required
Date document created or updated	February 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here – and so do truly satisfying careers. Discover more at www.monash.edu

This position is located within **Monash HR**. We facilitate staff engagement and organizational performance by providing workforce management expertise and Human Resources (HR) service and solutions. To learn more about the work we do, please visit our website.

Monash HR values

- Integrity
- Collaboration
- Innovation
- Excellence

Position purpose

The HR Adviser is responsible for providing critical support in the delivery of operational HR services and solutions to HR Business Partnering and its large client base.

This position is accountable for enabling continuous delivery of high quality customer service and, consistent and accurate application of HR policy and processes to external stakeholders during assignments with HR Business Partnering portfolio teams.

The HR Adviser will have responsibility for allocated portfolios and is expected to work closely with HR Business Partners and clients to drive the HR strategic agenda and organisational goals. However, it is intended that the incumbent rotate to new assignments and work alongside fellow HR colleagues semi-regularly, thereby further growing their HR capabilities and gaining greater exposure across academic and professional functions in the University. The position requires a sound HR operational knowledgebase, adaptability to change and strong relationship management skills.

By providing an innovative, just-in-time and quality resourcing solution, the HR Adviser enables the HR Business Partnering team to maintain business continuity and deliver HR operational excellence at Monash University.

Reporting Line: The position reports to a Senior/HR Business Partner under broad direction.

Supervisory Responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Under the guidance of the Senior/HR Business Partner, provide advice and coaching to drive the HR strategic agenda and organisational goals

2. Representing HR to the client, operate as the key conduit and advisor between the client and HR teams, ensuring operational excellence is delivered and transactional activities are managed seamlessly, meeting key milestones and deliverables

3. Provide project management and business analysis support to HR Business Partnering and key clients, providing recommendations that inform business decisions

4. Undertake and participate in HR projects, committees, reviews and continuous improvement activities

5. Prepare position papers, business cases, briefings and other written advice on a range of HR issues to enable HR Business Partners and clients to realise key outcomes

6. Develop quality working practices and processes that are underpinned by metrics, analysis and research, redefining and aligning as required with business change

7. Work collaboratively with colleagues within Monash HR Centres of Expertise and HR Operations to deliver high quality, consistent services to clients, ensuring priorities are understood and met

8. Build and sustain effective relationships with an extensive network of internal and external stakeholders

Key selection criteria

Education/Qualifications

1. The appointee will have:
   - a degree in a relevant discipline with subsequent relevant experience; or
   - A combination of relevant knowledge, training and/or experience, preferably in human resource management and service delivery.

Knowledge and Skills

2. Sound knowledge, understanding and experience in applying contemporary human resource management principles; knowledge of relevant / current legislation

3. Outstanding organisational skills with the ability to quickly adapt to varying client portfolios and goals. Able to prioritise multiple tasks and meet deadlines

4. Experience coordinating progressive practice, including: talent management, succession, workforce planning, performance management and capability development

5. Proven ability to deliver professional HR advisory services to a diverse group of key stakeholders, providing the highest standards of quality and customer service

6. Proven ability to utilise HR data and metrics, providing considered analysis and recommendations to client stakeholders to inform business strategy

7. Excellent interpersonal and communication skills, including the ability to prepare professional documentation for a broad range of audiences

8. Demonstrable skill in advising and negotiating at high levels, managing key client relationships and maintaining discretion

9. Highly-developed research and problem solving skills, with the ability to identify options and solutions to challenging issues

10. Knowledge of the workforce issues facing the tertiary sector is desirable

Other job related information

- Travel to other campuses of the University may be required
- There may be peak periods of work during which taking of leave may be restricted
- Possession of a current Victorian driver license is desirable.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.