SENIOR MANAGER - TALENT MANAGEMENT

SCHOOL/UNIT: Human Resources
SUB-UNIT: Talent Management
CLASSIFICATION: HEW Level 8
WORK LOCATION: Monash University Malaysia campus

ORGANISATIONAL CONTEXT
Monash University is Australia’s largest university, and a member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world.

Monash University Malaysia is Monash’s third largest campus, with over 8,000 students and 900 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best among universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

Monash University Malaysia provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018, we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

In 2017, Monash Malaysia was awarded a Six Star SETARA rating by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

For further information see www.monash.edu.my.

POSITION PURPOSE
The Senior Manager, Talent Management, will lead the strategic development and implementation of contemporary talent management strategies with a view to position Monash University Malaysia as an employer of choice. The incumbent will advise and deliver a range of initiatives to attract, develop and retain talent at Monash Malaysia. The Senior Manager, Talent Management, also provides support to projects, policy interpretation and services and undertakes a variety of administrative duties to meet the operational demands of the Talent Management team.
Reporting Line: The position reports to the HR Director

Supervisory Responsibilities: This position provides direct supervision to the HR Talent Management team

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead administrative reforms, innovation and digitization of business practices and operational processes to significantly enhance service effectiveness
2. Develop and review the effectiveness of the campus’ talent management strategies and programs in accordance with best practice principles, university policies, procedures and strategic priorities
3. Ensure effective management of relevant systems with periodic reporting to facilitate effective delivery of talent management goals
4. Manage and develop a highly-trained, motivated and efficient team with a strong customer focus
5. Work collaboratively in a multinational context to implement contemporary work practices that serve the dynamic needs of an international university

KEY SELECTION CRITERIA

Education/Qualification

1. The appointee will have:
   - A postgraduate qualification or progress towards a postgraduate qualification; or
   - extensive experience and management expertise; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Comprehensive knowledge and understanding of the latest talent management approaches for the higher education sector
3. Superior planning and organisational skills, with experience in establishing priorities, implementing improvements and meeting deadlines
4. The ability to motivate and develop a high-performance team committed to service excellence
5. Contemporary knowledge of how technology works to support work practices in a modern work environment
6. Strong representation skills, including the ability to negotiate, influence and build consensus at senior levels in driving culture change across the university

OTHER JOB RELATED INFORMATION

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which the taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.