Monash College overview

Monash College is the preferred pathway to Monash University for international students. We are leaders in pre-university education. For over 20 years we have prepared the next generation of global professionals, equipping them to capably succeed at university and in their careers.

Monash College in Australia is owned by Monash University, Australia's largest international university. Playing a key role in the delivery of the University's global engagement, we provide a range of services that align with the high-quality standards of the University.

We specialise in the delivery of academic programs designed to support successful transition to University study. We also provide an extensive range of English tuition designed to support and enhance student’s English language skills. These programs are also tailored for delivery to industry, government and business. With our network of industry connections, we provide work experience programs and professional placement initiatives. Through the strength of these partnerships, Monash College provides students with world-standard programs and a truly global approach.

Find out more about joining our team by visiting monashcollege.edu.au/careers.

Our mission, vision and values

With a focus on best practice in teaching and learning, we strive to provide outstanding education programs and services. Our vision is to deliver student-centred, quality-led growth.

Monash College staff embody our values (PRIDE)

- **Passion**: we are enthusiastic about our work. We take responsibility for our actions and we believe what we do makes a difference.
- **Responsiveness**: we respond rather than react to challenges and proactively adapt to change.
- **Innovation**: we embrace different approaches and have the courage to try new things.
- **Diversity**: we act with integrity and honesty in all of our dealings. We demonstrate respect and strive to create an open-minded, safe and inclusive atmosphere for all.
- **Engagement**: we recognise and value each person’s contribution as we work together to achieve shared goals.
We measure our success through the following objectives (CENTRED):

- **Collaboration:** strengthening internal and external partnerships.
- **Efficient:** identifying system and process enhancements to support our multi-campus offerings.
- **New opportunities:** a commitment to innovate and experiment.
- **Teaching:** to maximise potential of all students.
- **Reputation:** promising and delivering quality.
- **Empowerment:** making great decisions within a framework.
- **Development:** building capability of our people.

**Unit overview**

**People & Culture**

At Monash College people are central to our business. Our People & Culture team supports our College by developing workplace culture, composition and capability.

Our division delivers change management, employee relations, human resources and associated services, and professional development, which forms the backbone of our company’s culture.

We partner with the diverse areas of our College to further our vision of student-centred growth.

**Position purpose**

The Senior HR Business Partner works closely with their Client portfolio to support the delivery of the client’s business objectives by driving strategic people-related priorities, and coaching leaders to create more engaged and high performing teams.

This role is responsible for proactively identifying key people issues impacting the business and partnering with HR Communities of Expertise to design and deliver solutions that leverage organisational-wide frameworks that address business unit requirements and deliver on strategic and business unit objectives.

The role of Senior HR Business Partner will lead the implementation of sound human resource management solutions in areas including employee engagement and cultural change, organisational design and transformation, leadership and coaching, talent management and succession, workforce planning, capability development, performance management and organisational efficiency. A key element in delivering this work will be the use of effective HR dashboards and analytics to ensure the client can focus on the most impactful, relevant and timely people issues.

This position will also provide support, coaching and direction on specifically assigned People & Culture strategic projects. As a senior member of the broader People and Culture team this role will support less experienced members of the broader People and Culture team with the objective of continually improving the levels of service and expertise offered collectively across the People and Culture team.
## Key result areas and responsibilities

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<th>Key result areas</th>
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| Strategic HR People Planning           | • Partner with key stakeholders across the designated client portfolio to build comprehensive business knowledge and identify opportunities for client groups to better utilise their workforce to achieve strategic people-related and business goals.  
• Proactively anticipate business needs and work with Communities of Expertise, and other relevant stakeholders to identify and recommend innovative solutions which consistently add value to the business.  
• Partner closely with the business to enhance business knowledge and develop insights on how business decisions affect organisational design, culture and business performance.  
• Measure and evaluate the impact of HR solutions on organisational results and adapt strategies accordingly.  
• Keep abreast of emerging trends and technological changes and proactively identify the impact on the workforce and workplace. |
| Organisational Development, Design and Change | • Lead organisational design discussions and processes, working with leaders across the organization, to design and deliver an organisational architecture that is aligned with strategy and improves organisational performance.  
• Plan and implement all aspects of restructures, in conjunction with business leaders, including change management and redundancy impact management.  
• Work closely with business stakeholders to plan, develop and implement relevant organisational change initiatives.  
• Partner with business unit leaders and the P&C Change Lead and Workplace Relations to develop strategies, business cases and plans for change, ensuring people change is managed effectively and aligns with business objectives and values.  
• Identify and anticipate risks associated with organisational change initiatives and develop mitigation strategies, escalating to Executive Director, People & Culture as required.  
• Champion innovation in learning and teaching through promotion of teaching excellence initiatives, innovation grants and action research projects, and integration of eLearning and L&OD professional learning and development initiatives. |
| Recruitment, Selection, Retention and Induction | • Liaise closely with the P&C Talent Acquisition Function and Hiring Managers around the strategic aspects of recruitment and selection including workforce planning, needs analysis, recruitment process, and classification of roles, remuneration benchmarking, labour analysis and employee terms and conditions /benefits.  
• Help to identify and promote the Company’s Employee Value Proposition (EVP) in all recruitment, selection and induction activities.  
• Support the recruitment of executive and key people leadership positions. |
### Workforce Planning
- Partner with stakeholders to anticipate external and internal business demands and realities, and conduct workforce planning to identify roles and capabilities that will change in future state, devising/implementing a plan to transition the workforce accordingly.
- Utilise workforce analytics to identify strategies and operational workforce requirements.
- Work closely with business stakeholders to construct and design jobs which match the current and future needs of the organisation and individual employee capabilities and aspirations.

### Remuneration and Benefits
- Oversee the successful management of the classification process, ensuring classification is managed in accordance with job families and EA requirements.
- Ensure internal and external relativities/benchmarking is factored in to decision-making regarding remuneration and benefits.
- Provide advice and information to managers and employers on remuneration matters, seeking assistance from Payroll as required.
- Coordinate remuneration and reward planning and review with client groups, including provision of specialist advice to areas of P&C and Finance.

### HR Advisory & Workplace Relations
- Build, maintain and apply expert case management, issue resolution and other HR knowledge to manage and support the resolution of Tier 3 and other complex enquiries under the HR Advisory operating model.
- Provide high quality HR advice, guidance, and coaching to the business on complex advisory HR matters including the interpretation and application of the relevant Enterprise Agreement and contractual terms and conditions.
- Use expert knowledge, sound judgement and a balanced risk and commercial mindset to appropriately escalate matters to, and seek advice, from, relevant P&C COEs (such as Workplace Relations) when required.
- In conjunction with Workplace Relations, develop, review, monitor and implement HR Company policies and procedures, ensuring best practice and compliance with legislation/Enterprise Agreement and the Company’s vision and mission.

### Build bench strength and capability
- Work with business unit leaders to identify talent, facilitating talent review discussions, identifying business critical roles and potential successors as part of Company’s talent management frameworks.
- Develop organisational leadership across all levels of the business, through targeted coaching and training and ongoing leadership education.
- Equip and enable business leaders with the tools, knowledge and skills required to effectively manage their teams.
- Ensure performance management and review processes comply with best practice and requirements of the Enterprise Agreement.
and legislation. Briefings for and implementation of the annual performance cycle including goal-setting, ratings discussion and calibration, and coordination of system steps for businesses for teaching and general/nominated staff positions.

### Stakeholder Engagement
- Establish and maintain effective working relationships with internal and external stakeholders.
- Work collaboratively with key business stakeholders to achieve business unit and organisational objectives.
- Ensure internal and external communications are effective, appropriate and timely.

### Engagement in Professional Development Activities
- Effective and timely participation in the Monash College Performance Development Process (PDP).
- Engagement in ongoing professional development activities to meet performance needs e.g. training, conferences, seminars and workshops.

### Leadership
- Model behaviours consistent with the Company’s values and vision.
- Actively promote, encourage and demonstrate a strong customer service ethic.
- Provide leadership and coaching to less experienced members of the broader People and Culture team specifically in areas where you have significant technical expertise.
- Embrace change in a positive and professional manner.
- Deliberately encourage a culture where people are professionally engaged to deliver on quality, innovation and service excellence.
- Proactively collaborate both within the business unit and cross-divisionally to promote cross-pollination and sharing of knowledge across the organisation.

### Key selection criteria
The successful applicant will demonstrate the following key selection criteria of the role:

#### Qualifications

#### Essential experience and knowledge
- Extensive experience in implementing and managing an organisation wide HR business partnering model with the ability to demonstrate significant improvement in people and business performance.
- Broad generalist HR Management experience in a medium to large dynamic and complex organisation.
- Leadership experience.
- Proven experience in designing and delivering innovative HR people plans and solutions that create and foster a productive and sustainable organisational culture.
- Experience in developing and implementing HR policies and procedures.
Essential skills and competencies

- Strong stakeholder management skills, with the proven ability to drive change in a dynamic and complex multi-site environment.
- An engaging style with the ability to develop and maintain strong working relationships across all levels of the organisation.
- Ability to apply critical thinking processes to business problems, diagnose stakeholder issues and generate credible solutions.
- Proven ability to interpret and apply Enterprise Agreement provisions and provide accurate advice to stakeholders.
- Demonstrated negotiation and influencing skills.
- Strong verbal and written communication skills, including effective listening skills.
- Ability to translate culture into workforce and workplace practices.
- Strong organisational skills with the ability to deliver outcomes and meet deadlines.

Personal attributes

- Flexible, with the ability to adapt to and embrace change.
- Commitment to continuous improvement and fosters innovation.
- Strong team player with a collaborative approach.
- Demonstrates the Monash College values of PRIDE.

Other job-related information

- Applicants must be eligible to work in Australia.
- Regular travel between Clayton and City campuses is required.
- Taking of annual leave during peak periods are limited, and any request for leave is to be negotiated with your Manager to ensure there is adequate coverage for core activities over peak periods.
- Labor Day, Queen’s Birthday and Melbourne Cup Day are normal working days, without penalty payments for time worked. Five days leave (accrued at 1½ per public holiday worked) will be granted in lieu, to be usually taken on the days falling between Christmas Day and New Year’s Day.
- The incumbent may be required, on occasions, to work outside normal business hours.