

Position Description

Senior HR Business Partner

Position No:

Business Unit: Chief Operations Officer

Division: Human Resources

Department: Partnering and Advice

Classification Level: HEO9

Employment Type: Full-Time Continuing

Campus Location: Location Independent

Other Benefits: <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The Business Partnering function develops strategic relationships with senior managers and staff across the University and provides them with integrated solutions on HR initiatives and activities across the full range of HR services. Reporting to the Senior Manager, HR Business Partnering, Senior HR Business Partners will provide strategic and transformational, client focused consultancy and advisory services.

The role will be responsible to establish and maintain strong positive relationships with key members of the Senior Executive Group and Senior Leadership Group and work closely with various teams within HR, to provide consistent high-level advice and consultancy services, on a range of HR strategies and projects relating to performance management, change management, strategic workforce planning and complex case management.

The role will be a key conduit between the business and Human Resources to provide ideas, expertise, sentiment and intelligence in the design and delivery of strategic HR initiatives and programs to ensure they are relevant, targeted and impactful and can be translated into successful business outcomes.

Duties at this level will include:

- Responsible for program development and implementation.
- Provide strategic support and advice to schools or divisions requiring integration of a range of internal and external policies and demands, and an ability to achieve objectives operating within complex organisation structures.
- Make significant high level creative, planning or management contributions.
- Perform tasks requiring the planning, development and review of major professional, management or administrative policies at a senior management level.
- Identify trends, strengths, weaknesses, opportunities and risks in professional area of responsibility that may have an impact on the University to enable appropriate and timely action to be administered, reporting where appropriate.
- Develop, motivate and mentor administrative, technical and/or professional staff within work area to improve their capability to better meet current and future requirements.
- Review performance & services in the area of responsibility and compares it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University's operations.
- Interact with senior colleagues across all areas of the University, with internal and external committees and other external bodies, providing high level input.

Specific duties/accountabilities for this position will include:

- Proactively partner with University leaders to build, drive and maintain strong and successful relationships with designated client group to anticipate their needs and provide innovative, impactful, practical and relevant HR advice and solutions that are compliant with legislation, the University's Collective Agreement and University policies and procedures. This will include educating, influencing and coaching the client base to understand the importance and impact of excellent people management on the University through an evidence-based and data-informed approach.
- Manage the delivery of generalist people-related advice on activities, programs, strategies, initiatives, policies and processes covering multiple areas of people management and complex HR issues including talent acquisition; capability and development; culture and engagement;

diversity and inclusion; behaviour and conduct; workplace issues and disputes; and staff health and wellbeing matters.

- Liaise with centres of excellence within HR to provide consultancy and advice on specialist programs, strategies and initiatives, as a lead representative from within the Business Partnering team with a focus on ensuring that knowledge is disseminated across the Business Partnering team. Support the implementation and embedded accountability for delivery of such programs, strategies and initiatives within the designated client group.
- Develop and drive initiatives and focus on coaching and supporting leaders across all levels to achieve active performance enablement, including monitoring and advising on quality goal establishment; conducting effective conversations; providing feedback and review; and supporting active and targeted management of underperformance
- Partner with the Strategy, Capability and Culture team to undertake strategic workforce planning including analysis of workforce data, facilitation of visioning, workforce and job analysis, organisational design, leadership and capability development, succession management and career pathways and implementation of strategies to achieve the optimal workforce
- Contribute to the education and dissemination of HR knowledge through providing coaching to managers and supervisors, formulating information guides and intranet materials for use by staff, managers and supervisors and developing training materials and conducting briefing sessions for colleagues, managers and supervisors.
- Facilitate end to end change and re-structuring processes through to implementation to ensure strong outcomes are delivered for the University, using contemporary change management and organisational design methodologies.
- Provide leadership to and be a mentor and role model for HR Consultants as well as other colleagues across the HR Division, to support and enable effective delivery of shared outcomes.
- Contribute to a team-based culture of quality and continuous improvement and high-level customer service provision.

Essential Criteria

Skills and knowledge required for the position

- A degree, extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Highly developed interpersonal and representation skills, with the proven ability to build effective relationships and communicate effectively with a diverse range of people internal and external to the University and on a range of sensitive and complex issues. Demonstrated ability to operate effectively in a complex and political environment and balance a range of priorities and expectations.
- Proven record of developing innovative solutions and practical implementations for strategic change.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Demonstrated experience working with and influencing senior management.
- Demonstrated experience developing innovative solutions and contributing to strategic planning.
- Proven experience and success in managing staff performance and development.
- Extensive knowledge and experience managing and consulting on a broad range of HR issues including performance management, talent, industrial relations, workforce planning and change management.

- Extensive knowledge of contemporary HR practices and strategies including strategic workforce planning, performance management, remuneration and reward, and organisational change and reviews.
- Proven ability to manage change in a complex and often challenging work environment.
- Demonstrated experience in coaching an executive team and collaborating with others in the pursuit of team and/or College/Portfolio goals.
- Proven ability to effectively negotiate with and influence senior clients and stakeholders to achieve support and strategic outcomes.
- Highly developed interpersonal and representation skills, with the proven ability to build effective relationships and communicate with a diverse range of people internal and external to the University
- Demonstrated experience in working autonomously under broad direction, with performance being measured against the achievement of strategic goals and KPI's of Human Resources and the Colleges/Portfolios

Capabilities required to be successful in the position

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and organisational practice.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses, the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities