

Position Description

Policy Review Coordinator

Position No:	NEW
Business Unit:	Chief Operating Officer
Division:	Human Resources
Department:	Office of the Executive Director
Classification Level:	HEO7
Employment Type:	Full-Time, Fixed term
Campus Location:	Melbourne (Bundoora)
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 position is responsible for the review and updating of Human Resource (HR) internal procedures and guidelines. The role will be responsible for the updating and mapping of processes to best practice in their design and will ensure they support HR to meet business expectations.

Duties at this level will include:

- Performs tasks requiring the application of substantial theoretical and/or professional knowledge and experience to a range of issues and circumstances requiring considerable interpretation.
- Responsible for monitoring, reviewing and developing HR process frameworks and maps.
- Interpretation of policy which has an impact beyond the immediate work area.
- Anticipates customer needs/requests, identifying opportunities and facilitating change management.
- Provides consultancy advice to others. May be recognised within or outside a School/Division/Department or equivalent as the expert in a specialised area of theoretical, policy or technical complexity.
- Negotiates solutions where a range of interests have to be accommodated, often requiring working with contributors with different areas of expertise.
- Review and refine developed content as required by the various HR Teams.
- Manage the components of the project to achieve the project objectives within the agreed timeframes and provide progress reports as required by the Executive Director.
- Manage the administrative activities related to the project, including publishing, archiving and version control, and maintaining standards, procedures and practices to support applicable regulations, compliance and overall business objectives
- Work with subject matter experts and identify department needs in the review and rewriting of processes.
- Produce visualized instructional graphics to assist the University community in understanding HR processes.
- Design content for online presentation.
- Work with relevant teams across HR on the delivery of updated processes and guidelines.
- Facilitate workshops and individual meetings with Subject Matter Experts (SMEs) to ensure their input and contribution to the development of new or re-written policies, procedures and guideline design, development, and implementation.
- Manage project tasks, coordinate SMEs and deliver projects on time
- Maintain quality assurance processes and protect the intellectual property developed for the University

Essential Criteria

Skills and knowledge required for the position

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated organisation and problem-solving skills, with an ability to manage several different projects concurrently.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.

- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve problems.
- Demonstrated experience in project management in the tertiary sector or a related field.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Proven experience and success in managing staff performance and development.
- Ability to write effective instructional text.
- Proven working experience and in-depth knowledge and application of process design principles.
- Highly developed computer literacy and expertise in the Microsoft Office suite and databases, including uploading content onto the web.
- High level of accuracy and attention to detail and systematic work practices.
- Proven organisation, project and time management skills to manage a complex workload and competing priorities to achieve desired outcomes within specified timelines
- Excellent written and verbal communication skills.
- Experience developing engaging and relevant online material.
- Demonstrated experience planning, organising and establishing own and where relevant others' work priorities to meet deadlines.
- Experience proofreading and editing.

Capabilities required to be successful in the position

- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

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

For Human Resource Use Only

Initials:

Date: