POSITION DESCRIPTION

HR Business Partner (Faculty)

Position Level | Senior appointment
Faculty/Division | Human Resources
Position Number | 00051161
Original document creation | 28/02/2021

Position Summary

The Human Resources Business Partner (Faculty) plays both an operational and strategic role partnering with senior leaders in the Faculties in order to enable them to achieve their people strategy.

The position is required to work cooperatively and collaboratively with their faculty client groups, especially with key client representatives such as the Faculty Executive Director, Dean, Deputy and Associate Deans, Heads of School and other Senior Academics.

The HR Business Partner reports to the Lead HR Business Partner. The HR Business Partner also has a secondary, informal reporting line to the relevant Faculty Executive Director(s).

Direct reports to this position include: HR Consultant(s) and HR Officer(s) within the faculty or faculties allocated.

Accountabilities

Specific accountabilities for this role include:

- Lead and develop the HR team to provide high quality HR advice and assistance to clients on the full range of HR policies, procedures and issues. Encourage continual growth and learning of the HR team.

- Partner with clients to implement strategic HR activities within the faculty/division(s), including workforce planning, organisational design, workplace change, talent management and succession planning.

- Assist clients to develop contemporary recruitment and global mobility strategies and oversee senior appointments within the faculties/divisions.
• Initiate and build effective partnerships with clients to understand and proactively support their human resources needs relating to people management.

• Support, advise and work with managers on employee relations issues as they arise including the process of performance management and the application of the Enterprise Agreement.

• Work with the other HR Business Partners, and the Lead HR Business Partner to review, develop and implement innovative and creative HR strategies and business improvement strategies.

• Partner with the broader HR specialist teams to provide expert, tailored advice and offerings to the client group across remuneration, development, employee relations and talent acquisition

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

• Relevant degree plus extensive experience in the development of contemporary human resource management and policies in a complex working environment.

• Sound generalist knowledge across the spectrum of Human Resources practice, including recruitment, performance management, succession planning, global mobility (including visas), remuneration and benefits, industrial relations, organisational development and workplace diversity.

• Demonstrated experience developing and implementing effective HR solutions and initiatives.

• Demonstrated ability to proactively deliver high quality and solution oriented HR services to a diverse group of clients, including senior managers.

• Demonstrated ability to lead a team of HR professionals effectively, and to build positive relationships with colleagues and key client groups.

• Demonstrated ability to think and operate strategically in an HR context, with high level problem solving and analytical skills.

• High level interpersonal and communication skills, and a demonstrated ability to negotiate and influence key decision makers.

• A strong understanding and vision of HR as a value-added service, including the ability to work in a collaborative effort to develop solutions and create opportunities.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

---

**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.