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## POSITION DESCRIPTION

# Business Integration Consultant- Strategic HR Projects

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Faculty/Division	Division of Operations
Classification Level	Professional TFR G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	ADMIN ONLY
Position number	NOT SHIFTWORKER
Shiftwork status	NOT APPLICABLE
Allowances	NOT APPLICABLE
On call arrangements	NOT APPLICABLE
Original document creation	1 August 2024

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### Position Summary

The Business Integration Consultant - Strategic HR Projects is responsible for providing expert guidance and delivery in the integration of HR strategic initiatives. The role involves collaboration with HR, Finance, IT and relevant stakeholders to ensure that all HR strategic outcomes including business processes, systems, and technologies align with broader organisational goals to improve efficiency, compliance and pay confidence.

This role will develop and imbed key projects outcomes from UNSW's pay confidence and business system optimisation programs of work into Business as Usual (BAU) operations ensuring solutions are optimised in delivering the performance outcome.

The Business Integration Consultant will report to the HR Director, Strategic Projects and will have no direct reports.

## Accountabilities

Specific accountabilities for this role include:

- Lead the planning, development, and integration strategies to transition project outcomes into BAU operations, ensuring long term sustainability and operational efficiency.
- Work with operational teams and relevant stakeholders to define integration priorities, and objectives to embed new processes, systems, or technologies into daily operations.
- Develop and drive a comprehensive integration roadmap strategy.
- Act as the primary point of contact between internal teams, external partners, and other stakeholders to ensure effective communication, alignment and cooperation of the plans.
- Work with the change lead to develop and implement change management strategies to ensure smooth transitions during integration projects.
- Oversee and finalise effective communications with key stakeholders, both internal and external to the project initiatives and provide influential input with stakeholders to achieve project outcomes.
- Responsible for the development and training of relevant staff, to ensure users are proficient in the new processes & procedures and systems.
- Conduct post integration assessments of the impact of the new processes, procedures and systems to ensure long term success and sustainability of the integration into BAU.
- Identify opportunities for process optimisation and re-engineering to improve operational efficiency.
- Identify potential risks during integration process and develop mitigation strategies ensuring compliance with legal, regulatory, and organisational policies.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

## Skills and Experience

- A relevant tertiary qualification in HR, or related field with subsequent extensive relevant experience or equivalent level of knowledge gained through any combination of education, training and/or experience.
- Extensive experience as a Payroll Manager or Specialist in a complex matrix environment.
- Strong understanding of change management methodologies, tools, and best practices.
- Excellent communication, interpersonal, and presentation skills.
- Ability to influence and engage stakeholders at all levels of the organization.
- Exceptional problem-solving and analytical skills.
- Ability to build and maintain positive relationships with colleagues, partners and stakeholders both internal and external.
- Demonstrated ability to work both autonomously and collaboratively across multi-function teams.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

### **Pre-employment checks required for this position**

- Verification of qualifications

#### **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.