

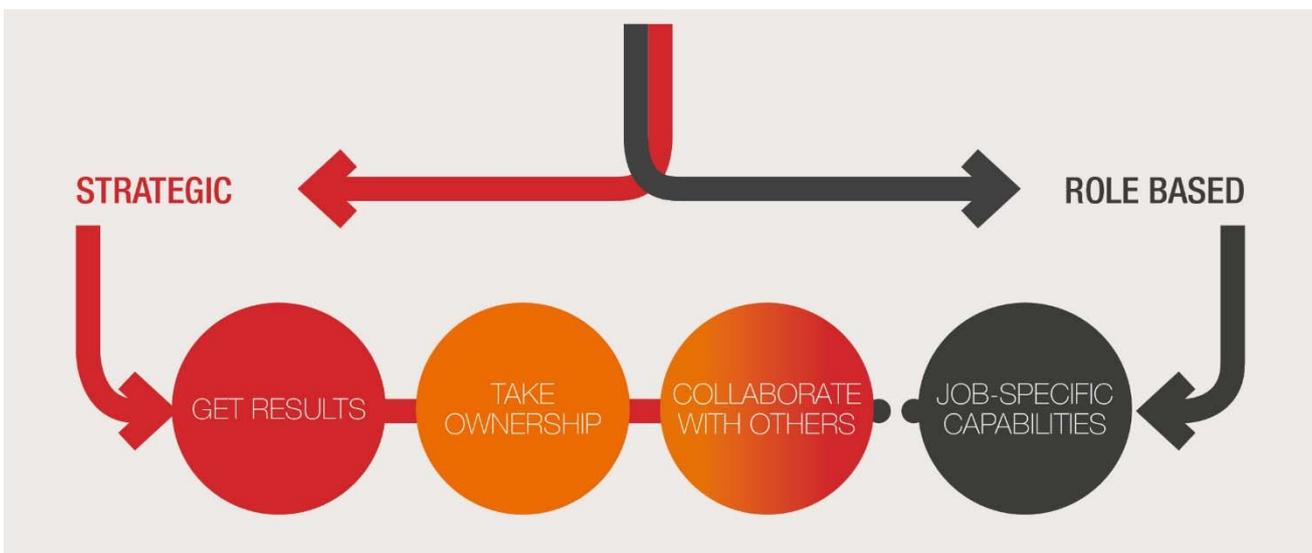
HR Partnerships Manager
Division of Human Resources

Classification	Level 9
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	August 2019

Our University Values



Our Capability Framework



Division of Human Resources

The Division of Human Resources has a key strategic role in building institutional strength, reputation and sustainability at Charles Sturt University. The Executive Director, Human Resources reports directly to the Vice-Chancellor and is a member of the Vice-Chancellor's Leadership Team.

The Division facilitates and supports the attainment of the University's strategic objectives through working in partnership with faculties and divisions to attract, retain and develop the staff required to meet business needs and by progressing leadership development, culture and change management within the University.

There are two Directorates, which deliver a comprehensive and integrated range of HR services:

- HR Partnerships and Workplace Relations; and
- Culture, Capability and Wellbeing.

Organisational Chart

[Charles Sturt University](#)
[Division of Human Resources](#)

Reporting Relationships

This position reports to: Director, HR Partnerships

This position supervises: HR Business Partners

Key Working Relationships

- Vice-Chancellor's Leadership Team
- Executive, Managers, Supervisors and Staff
- HR Colleagues

Position Overview

Working as a key member of the leadership team of Division of Human Resources, the HR Partnerships Manager plays a critical role in the delivery of business-focused, strategic, and operational HR advice to line managers for delivery on the University Strategy.

HRBPs coach and support line managers to execute people management processes through the employee lifecycle, and work with specialist HR areas to solve problems and implement initiatives that develop and support an engaged and successful workforce.

HRBPs are expected to build strong relationships within their dedicated client groups by adding value, and work collaboratively within their HRBP teams to share insight and best practice.

Principal Responsibilities

1. **Lead** a team of HR Business Partners to deliver a forward-looking, fit-for-purpose and mature business partnering function that meets the needs of the University, optimising team performance and service delivery to clients.
2. Maintain awareness of **best practice** in business partnering.
3. Operate as a **strategic partner** to assist clients to deliver effective workforce strategies and business outcomes.
4. Establish effective relationships and **coach** clients to build internal HR capability to manage complex people issues.

5. Proactively drive **talent management** practice across client groups to meet the University's current and future workforce needs.
6. Foster a **high performance culture** across client groups through the provision of effective case management and advice.
7. Partner with clients to provide end to end advice and support for **change management** initiatives utilising the University's change management methodologies to support continual improvement and cultural alignment.
8. **Use data** to inform and persuade stakeholders.
9. Partner with HR colleagues in the development and delivery of initiatives that support **Our Internal Capability** under the University Strategy 2017-2022.
10. Contribute to the development, implementation and review of human resources policies and procedures for the University, ensuring compliance with legislative obligations.
11. **Represent HR** on committees and working parties.

Job-Specific Capabilities

<i>Capabilities</i>	<i>Examples</i>
Business savvy	Using insight about the business and organisational environment to improve talent and business outcomes. Applying judgment to data to support business decision making.
Network	Using professional networks in strategic activities to achieve better talent outcomes.
Influence	Persuading and influencing clients and other key stakeholders, challenging their perspectives and gaining commitment on agreed actions.
Innovate	Applying systems thinking to identify new solutions for the broader enterprise.
Take action	Anticipating and addressing future problems, taking charge to bring about change, and taking initiative within the role. Developing, evaluating and implementing solutions to problems.
Lead and supervise	Providing the team with clear direction and setting appropriate standards. Motivating, developing and empowering team members.

Physical Capabilities

On occasion drive a University vehicle distances up to 500kms per day within the terms of the University's [Driver Safety Guidelines](#).

Selection Criteria

Essential

1. A relevant postgraduate qualification or equivalent and proven skills, knowledge and experience relevant to the role of HR Partnerships Manager (limit your response to 2½ pages);
2. Demonstrated ability to lead a team on a journey to enhance the maturity of the HRBP function (up to ¾ page).

Information for Prospective Staff

Your Application

E-recruitment is the method by which Charles Sturt University manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

Charles Sturt University is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. Charles Sturt is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the Charles Sturt University website <http://www.csu.edu.au/division/hr/>.

Further information regarding University policies and procedures can be found in the Charles Sturt University Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from Charles Sturt University [Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)