

<b>Position Title:</b>	Human Resources Business Partner
<b>Position Classification:</b>	Level 9
<b>Position Number:</b>	315574, 315577, 315578, 315579, 315580, 316682
<b>Faculty/Office:</b>	Human Resources
<b>School/Division:</b>	Office of the Deputy Director
<b>Centre/Section:</b>	
<b>Supervisor Title:</b>	Deputy Director Human Resources
<b>Supervisor Position Number:</b>	105135

### Your work area

Human Resources drives the University's people strategy to attract, develop and retain the highest quality people to support the University's goal of being in the world's top 50 University's. We provide a high quality, responsive people management and advisory service

### Reporting Structure

Reports to: Deputy Director, Human Resources

Dotted line reporting: Head, SDC

Direct Reports: N/A

Dotted line reports: Assistant Managers, Financial & Staff Resources

### Your role

The Human Resources Business Partner (HRBP) is accountable for partnering with leadership to provide operational and strategic human resources support, including developing and implementing people strategies, activities and solutions that are aligned to the needs of the University and drive business performance.

### Key responsibilities

Develop and implement faculty level strategic people plans that are aligned with both the University's strategic goals and objectives, and the Human Resources functional strategy.

Partner with Faculties/Divisions to advise and deliver the people agenda that will enable the execution of University strategy.

Work with leadership to provide day to day human resources support and advice across a wide range of people matters including;

- People capability development and succession planning
- Performance improvement and management
- Workforce planning
- Organisational design
- Change management
- Employee relations case management
- Leadership development and coaching
- Culture and engagement
- Talent management

Monitor application of and provide advice on new and existing HR policies and frameworks including complex policy advice.

Build effective working and influencing relationships with a range of stakeholders including the SDC, Executive, Finance and within the HR function.

Actively coach and provide support to leaders on all people related matters.

Actively support the University's commitment to health and safety, equity and diversity.

Work collaboratively with other members of the HR function (eg Organisational Capability, Employee Relations) to ensure that people frameworks and initiatives are aligned to business need and implemented effectively.

Work collaboratively with the respective SDC Finance and Staff Resources Team, to ensure an optimum HR administrative service is delivered to the client portfolio. This may include providing project support on the delivery of new or improved HR administrative services to clients.

Undertake other duties within their field of expertise and knowledge as required.

### **Your specific work capabilities (selection criteria)**

Tertiary qualifications in Human Resources or related field

High level of business acumen with the ability to design and implement people activities and solutions that support business requirements

Ability to effectively translate business objectives and strategies into people plans and actions that drive business performance

Strong HR generalist experience across leadership development, people capability and succession planning, performance improvement and management, organisational design, resourcing and workforce planning, employee relations, and culture and engagement

Ability to work effectively at all levels of an organisation, with excellent influencing, relationship building and coaching skills

Highly developed change management and communication skills

Understanding of employment law and the Australian industrial relations framework

Ability to manage complexity and work within a matrix organisational structure

### **Special Requirements**

N/A

### **Compliance**

#### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>