



POSITION DESCRIPTION

The University of Melbourne

Human Resources Business Partner

POSITION NO	0043311
CLASSIFICATION	PCS 8
SALARY	\$99,199 - \$107,370 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Juliet Pawlak Tel +61 3 8344 6945 Email j.pawlak@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Reporting to HR Manager, the HR Business Partner works closely with the Faculty HR Team, Faculty staff and Management as well as HR colleagues in University Services (US) to provide expert advice, guidance and support with respect to a full scope of HR matters, ranging from operational support in HR processes to expert professional advice and support of complex ER and IR cases.

Working as part of a collaborative team, the primary role of the HR Business Partner is to work within a team supporting the Faculty in both Strategic and HR Operations matters, as well as assisting in delivering the HR Plan that underpins the Faculty's objectives.

Each Human Resources Business Partner will be located within a Faculty or University Services.

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Partner with key stakeholders and staff across the Faculty to develop appropriate solutions and provide expert advice on a range of HR matters and initiatives that address their needs, including: leadership capability, workforce planning, managing change, performance management, job design, and workforce/organisational development;
- ▶ Responsible for providing expert and pragmatic advice with regards to the interpretation of policy, the Enterprise Agreement and regulations and laws (both internal and external) to ensure compliance;
- ▶ Manage and facilitate the effective resolution of general employee relations matters, conflict, discipline matters, unsatisfactory performance and any case work on all employment related issues that occur in the workplace;
- ▶ Identify and support Professional learning requirements across the Faculty and collaborate with key stakeholders to design and deliver appropriate learning and development interventions;
- ▶ Oversee employee lifecycle processes including recruitment and the Performance Development Framework annual cycle;
- ▶ Deliver human resources services that are timely, valued, consistent and responsive;
- ▶ Partner with the HR Manager in reviewing continuous improvement opportunities around management of HR practices within the Faculty.

1.2 INNOVATION AND IMPROVEMENT

- ▶ Develop management capability across the Academic Division to enable greater self-service and improve management accountability;
- ▶ Take the lead for HR projects such as: implementation of an equity and diversity plan that supports the University Diversity strategy and Faculty goals or Change Management projects as determined with the Manager, Human Resources.

1.3 COLLABORATION AND LEADERSHIP

- ▶ Partnering with Chancellery HR and University Services on opportunities for continuous improvement and the delivery of seamless HR services consistent with the University's People Strategy.

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
- ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity;
- ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant degree and/or extensive relevant experience.
- ▶ Excellent interpersonal skills to build and maintain effective working relationships with staff, management and other stakeholders that build a network of influence and enable you to effectively negotiate outcomes.
- ▶ Demonstrated experience in providing expert advice and guidance on a range of HR issues and the ability to work in a complex, ambiguous and changing environment.
- ▶ Ability to work autonomously with considerable independence.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.
- ▶ Excellent communication skills, both written and verbal. Explains information clearly, logically and succinctly in a variety of styles that meet the audience needs. Listens effectively.
- ▶ Strong collaborator who works with colleagues within Faculty and across the HR function effectively.
- ▶ Excellent analytical, problem solving and conceptual skills with the ability to conceptualise, develop and review initiatives that contributes to the provision of excellent HR solutions.
- ▶ Service orientation that effectively balances the needs of clients, the team and the individual.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

As an experienced HR practitioner and HR Business Partner, you will operate with independence in the day to day performance of the position's responsibilities. You will seek advice and support from the Manager where there are matters that may escalate or have implications beyond the immediate issue. Makes timely decisions, communicates effectively while gaining the trust of the team and the business.

3.2 PROBLEM SOLVING AND JUDGEMENT

You are expected to exercise significant problem solving, tact and judgement in providing support and advice to skilfully handle confidential and/or sensitive matters through to resolution with staff, managers and stakeholders during an upcoming period of significant change.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

You possess demonstrable HR experience and there is support for ongoing professional development.

3.4 RESOURCE MANAGEMENT

The HR Business Partner has broad responsibility for the day-to-day management of the HR practices and procedures and collaborates with the Team in delivering client services while contributing to their ongoing development. The incumbent contributes to the Team's budget planning and management.

3.5 BREADTH OF THE POSITION

The HR Business Partner is responsible for the delivery of high quality expert services for the Faculty within the context of the University's HR Policies and practice and is required to build and maintain effective working relationships with staff with a broad range of relevant stakeholders within the Faculty and wider University.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

Each Human Resources Business Partner will be located within a Faculty or University Services.

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum.

The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>