



## POSITION DESCRIPTION

### Human Resources

Faculty of Architecture, Building and Planning

## HR Business Partner

POSITION NO	0034020
CLASSIFICATION	PSC 8
SALARY	\$95,844 - \$103,739 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (continuing) position. A part time (0.8FTE) appointment may be considered.
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.title or number.
CONTACT FOR ENQUIRIES ONLY	Anastassia Kossenko, HR Manager Tel +61 3 9035 4049 Email <a href="mailto:kossenko@unimelb.edu.au">kossenko@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

Working as part of a collaborative team, the HR Business Partner is involved in ensuring the objectives of the Faculty business and relevant strategic and operational plans are delivered.

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 administrative processes to expert professional advice and support of complex ER and IR cases.

HR Business Partner is part of a small team that includes HR Consultant, HR Administrator/s, and deputises as required across areas of Team's responsibilities. In collaboration with the Manager, the incumbent contributes to the leadership and development of team members.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ Postgraduate qualification in a relevant discipline together with significant relevant experience, and or equivalent mix of education and significant relevant experience;
- ▶ Demonstrated professional expertise and experience in providing expert HR/ER advice and guidance on a range of HR issues and the ability to work in a complex, ambiguous and changing environment;
- ▶ Excellent communication skills both written and verbal.
- ▶ Excellent interpersonal skills to build and maintain effective working relationships with staff, management and other stakeholders that build a network of influence and enable to effectively negotiate outcomes;
- ▶ Excellent analytical, problem solving and conceptual skills with the ability to conceptualise, develop and review initiatives that contribute to the provision of quality HR solutions and business planning activities;
- ▶ Service orientation that effectively balances the needs of clients, the team and the individual.

### **1.2 DESIRABLE**

- ▶ Knowledge of factors and external issues that have an impact on higher education;
- ▶ An understanding of the University's structure, policies and administrative systems and procedures.

## ***2. Special Requirements***

- ▶ Not applicable

### ***3. Key Responsibilities***

In collaboration with HR Manager and Faculty HR Team:

- ▶ Contribute to the operational success of the team and collaborate with other Professional staff teams across the Faculty and the University Services teams to ensure delivery of quality services that are timely, valued, consistent, professional and responsive; this also encompasses contribution to the oversight and delivery of employee lifecycle processes including performance reviews, academic special studies programs, academic confirmations and promotions, recruitment and induction.
- ▶ Partner with Faculty management to develop appropriate solutions and provide expert advice on a range of HR matters and initiatives that address their needs, including: recruitment and selection, performance management, job design and classification, workforce/organisational development, and workforce planning and change activities;
- ▶ Provide expert advice and support 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 workplace case work;
- ▶ Work closely with managers to implement initiatives and solutions that build capability including talent management, training and other development initiatives;
- ▶ Develop management capability across the Academic Division to enable greater self-service and improve management accountability;
- ▶ Contribute substantively to HR metrics analysis and provide strategies to address staffing issues and trends in support of workforce planning activities;
- ▶ 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;
- ▶ Take the lead for projects as determined with the Manager, Human Resources;
- ▶ Contribute to the leadership and development of the team members.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

### ***4. Job Complexity, Skills, Knowledge***

#### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

As an experienced HR practitioner and Business Partner within the ABP, you will operate with independence in the day to day performance of the position's responsibilities. You will provide guidance to team staff to support their ongoing development. You will seek advice and support from the Manager where there are matters that may escalate or have implications beyond the immediate issue.

#### **4.2 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 a period of change.

### 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

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

You will develop a strong understanding of the Faculty Business Plan and a thorough working knowledge of the University's Human Resources agreements and policies from which to provide guidance and advice, and a knowledge of the organisational structures associated with the delivery of Human Resources at the University of Melbourne.

### 4.4 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.

### 4.5 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.

## 5. Other Information

### 5.1 BUDGET DIVISION

The Faculty of Architecture, Building and Planning is the leading educational and research institution in the Asia-Pacific region addressing the design and realisation of inhabited environments. It actively seeks to extend the linkages between education, research and practice in the built environment, and maintains excellent and extensive relationships with members of the built environment professions, government, professional associations and the wider community.

The Faculty has nearly 170 staff and approximately 3000 students, one third of whom are international. It is responsible for the undergraduate Bachelor of Environments degree, and offers majors in architecture, landscape architecture, property, construction, and urban design and planning.

The Faculty's graduate school, the Melbourne School of Design teaches accredited masters courses across the professional disciplines of Architecture, Construction Management, Landscape Architecture, Property, Urban Design and Urban Planning.

The MSD is distinctive from its competitors in its aim to inspire learning through interdisciplinary reflection, and its integration of research, teaching, and practice around the environmental implications of all forms of urbanisation. With opportunities to engage in advanced studio and seminar-based learning and research, MSD students develop new perspectives, critical reflection, and modes of action to address the environmental, social and aesthetic challenges in producing sustainable centres of habitation, locally and internationally. Students can take part in field trips which examine the global context of habitable environments.

The Faculty has an international reputation for excellence in research and research training and is a leader in built environment and urban research. Faculty staff are actively engaged in collaborations and partnerships both locally and globally, to produce research that responds to major social, economic and environmental challenges, as well as fundamental research into the built environment in Australia and the Asian region. Our researchers address key issues, such as mitigation of natural disasters, climate change, sustainability, the future of cities, population growth and urban density. We lead debate in many of these areas. We also contribute definitive knowledge and understanding of the history, conservation and heritage of the built and natural environment, built environment practice and management, urban morphology and design research. The Faculty draws its research strength in part from its capacity to work in the multidisciplinary frame of its various built environment disciplines, as well as with colleagues in health, engineering, education, history and social sciences.

Through the MSD, we provide the highest quality research training environment, attracting the best and brightest future researchers in our disciplines from around the world. PhD and MPhil students have access to innovative professional development programs and generous funding support, along with excellent facilities and resources. Our PhD and MPhil graduates are well-rounded professionals, critical thinkers and future research leaders.

We have built strong research foundations by valuing and developing our people, rewarding excellence, and fostering a culture of enquiry, creativity and outstanding scholarship.

More information about ABP / MSD can be found at: <http://msd.unimelb.edu.au/>.

## 5.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

## 5.3 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/index.html#home>

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.

#### 5.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 5.5 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/unisec/governance.html>.

## 6. *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.