



# Senior Workforce Policy Officer

<b>Department/Unit</b>	Workplace Relations
<b>Faculty/Division</b>	Monash HR
<b>Classification</b>	HEW Level 6
<b>Work location</b>	211 Wellington Road, Mulgrave
<b>Date document created or updated</b>	November 2017

## Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here – and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu)

This position is located within **Monash HR**. We facilitate staff engagement and organizational performance by providing workforce management expertise and Human Resources (HR) service and solutions. To learn more about the work we do, please visit our [website](http://www.monash.edu).

## Monash HR values

- Integrity
- Collaboration
- Innovation
- Excellence

The Workplace Relations function in Monash HR provides leadership and expertise in the development and implementation of workplace relations strategies, frameworks, services and solutions to enable and support the overall university strategic objectives, vision and direction and support organisational change.

Within Workplace Relations the Workforce Policy team provides expert advice, executive support and delivery of performance development, academic promotion and academic probation processes.

## Position purpose

The Senior Workforce Policy Officer provides a range of high-level administrative services and project coordination services to support the development, implementation and delivery of workforce policy strategies, programs and initiatives. This includes supporting the Workforce Policy team by planning and undertaking project activities, conducting research into policy issues, coordinating approvals for policy and procedural changes, developing and maintaining online policy/procedure related content and providing general advice on HR policy and procedures. The position also provides support to the broader Workplace Relations function on projects and events, and undertakes a variety of general administrative duties to meet the operational demands of the Workplace Relations function.

The Senior Workforce Policy Officer operates with excellence in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

**Reporting Line:** The position reports to the Workforce Policy Manager

**Supervisory Responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## **Key responsibilities**

1. Provide a range of project support services including: assisting with project scoping and identifying deliverables, monitoring and reporting on project progress, developing and collating documents, reports and correspondence, coordinating and providing executive support to project committees and meetings
2. Plan, implement and manage a range of complex administrative tasks including scheduling, co-ordinating formal approval of policy/procedural changes, supporting committees, and creating/maintaining online policy and procedural content in accordance with agreed standards and timeframes
3. Undertake research, analyse results, investigate options and provide recommended solutions to project related issues
4. Prepare position papers, briefings, reports, online publications and presentations for a range of audiences
5. Provide sound and timely specialist HR policy/procedural advice and support to other staff, clients and stakeholders in areas of administrative and service responsibility
6. Contribute to and support a range of processes such as policy development, governance, management decision-making, change management, compliance, quality and performance reporting
7. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to support and facilitate efficient service delivery

## **Key selection criteria**

### **Education/Qualifications**

1. The appointee will have:
  - a degree in HR or other relevant discipline with subsequent relevant experience, or
  - extensive experience and specialist expertise or broad knowledge in policy development, or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Excellent administration and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
3. Excellent planning and organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
5. Strong research, analytical and problem-solving skills
6. Highly-developed interpersonal and communication skills, including the ability to interact with a diverse range of stakeholders and experience in developing professional documentation
7. Highly developed computer literacy, including experience using business software such as Microsoft Office
8. Previous experience with content management software such as Squiz matrix is desirable.

## **Other job related information**

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.