



Manager, Senior Executive Recruitment

Department/Unit	Recruitment, Remuneration and Global Mobility
Faculty/Division	Monash HR
Classification	HEW Level 10A
Work location	211 Wellington Road, Clayton campus
Date document created or updated	22 February 2018

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

This position is located within Monash HR. We facilitate staff engagement and organisational performance by providing workforce management expertise and Human Resources (HR) services and solutions. To learn more about the work we do, please visit our website: www.adm.monash.edu.au/human-resources/about/

Recruitment, Remuneration and Global Mobility combines a number of HR centres of expertise, working together to support Monash HR and the University more broadly to achieve the goals and priorities set out in our strategic plan, *Focus Monash*, and in particular to attract, develop and retain high performing staff.

Position purpose

The Manager, Senior Executive Recruitment is responsible for leading the University's specialist executive recruitment function, supporting the appointment of senior executive staff. The role is responsible for:

- The strategic direction and effective operation of the Senior Executive Recruitment function of the University, including the design and development of recruitment frameworks, policies and practices;
- Building and maintaining close working relationships with senior staff and stakeholders across the University, with a view to providing quality solutions to recruitment-related matters;
- Ensuring best practice candidate care; and

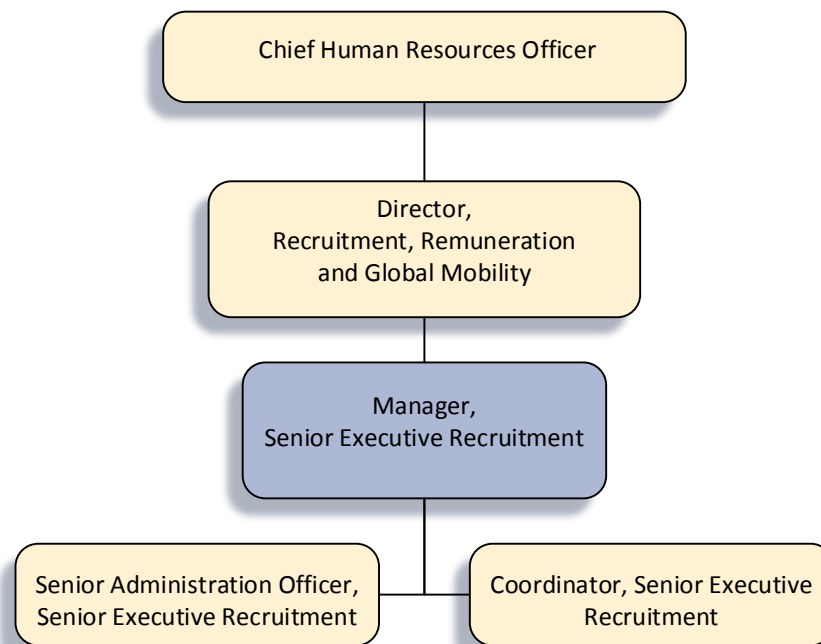
- Delivering the highest quality recruitment activity, advocating for and enhancing the Monash University brand throughout all stages of the process, and ensuring the function is positioned to support the strategic goals and priorities outlined in *Focus Monash*.

Reporting Line: The position reports to the Director, Recruitment, Remuneration and Global Mobility who provides broad supervision.

Supervisory Responsibilities: This position leads the operation of the senior executive recruitment function and provides supervision to a small team of recruitment specialists.

Financial delegation and/or budget responsibilities: The position is responsible for managing a staffing budget of approximately \$250,000 per annum and has an authorised financial delegation of \$50,000.

Organisational Chart



Key responsibilities

1. Provide expert, client-focused, leadership and advice to senior management and key stakeholders regarding senior executive recruitment matters, drawing on organisational policy, procedures, best practice principles and relevant legislation.
2. Develop positive and productive working relationships and networks with key internal stakeholders including the senior executive group in order to continuously develop and drive the service commitments of the senior executive recruitment function.
3. Facilitate partnerships and networks, and foster effective working relationships with external service providers including executive search firms, tax advisers and employment law specialists.
4. Undertake procurement and supplier management activities, in consultation with the broader recruitment function, ensuring that the University is receiving maximum benefit from its preferred supplier arrangements with search agencies and outsourced recruitment vendors.

5. Act as a conduit between the Office of the Chief Operating Officer and Monash HR and maintain contact with the Director, Senior Executive Remuneration (or delegate) on executive recruitment matters, cross-functional projects and initiatives.
6. Develop strategies and processes to support the senior executive recruitment team, with a continued focus on ensuring the highest quality candidate care and enhancing the Monash brand.
7. Design and deliver insightful reports on the efficiency and effectiveness of the senior executive recruitment function.
8. Prepare documentation regarding senior executive appointments and related recruitment activity for approval by the President and Vice-Chancellor and University Council, including global announcements in consultation with the University's media support unit.
9. Undertake employment life cycle management activities for the senior executive group.
10. Lead risk management analysis and develop quality assurance strategies for the senior executive recruitment function, and ensure all activities are compliant with relevant legislation.
11. Provide coaching, professional guidance, performance management and mentoring of staff members and identify capability building strategies and opportunities for staff to enhance individual and unit performance and ensure that the team delivers to clear accountabilities and responsibilities.
12. Represent the senior executive recruitment function in broader recruitment team projects and initiatives, liaising with colleagues and ensuring appropriate information sharing, briefings and reporting, and conducting analysis of project effectiveness and impact against stated objectives.

Key selection criteria

1. Postgraduate qualifications in business management and extensive management experience or a combination of extensive relevant experience and training/education.
2. Proven ability to interpret and apply sound knowledge and understanding of executive recruitment policies and procedures, best practice principles, relevant legislation and current trends to enable the provision of practical and accurate advice.
3. A proven track record in high-quality candidate care, client-focused problem solving and in the application of relevant specialist knowledge to add value to business outcomes and objectives.
4. Strong strategic and collegial management skills, along with the ability to operationalise strategies.
5. Proven financial and staffing resources management and leadership ability and the capacity to perform positively and enhance team capability in a dynamic and changing environment.
6. Superior problem solving and strategy formulation skills, as well as excellent quantitative and analytical abilities with a strong focus on attention to detail and accuracy.
7. Demonstrated knowledge of contemporary trends and developments in recruitment service delivery with a solid understanding of current and emerging issues.
8. Excellent communication, negotiation and persuasion skills, with the ability and energy to be a high-profile advocate for the University and engage widely with stakeholders.
9. Ability to work cooperatively and strategically in a cross-functional environment with all levels of staff and to integrate resources on a timely and organised basis.

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.