



HR Business Partner

Department/Unit	HR Business Partnering
Faculty/Division	Monash HR
Classification	HEW Level 8
Work location	Alfred Centre, Mulgrave, Clayton, Caulfield Campus
Date document created or updated	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

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](#).

Monash HR values

- Integrity
- Collaboration
- Innovation
- Excellence

Position purpose

The HR Business Partner is responsible for delivering tactical and operational HR advice, guidance and solutions to key clients across the University Faculty and / or Professional services functions. The HR Business Partner works collaboratively with key client stakeholders to help build and strengthen workforce capabilities to assist in achieving business objectives.

Demonstrating the skills required to succeed in a large, matricised work environment, the HRBP engages collaboratively with colleagues in the HR Operations Centre and Centres of Expertise in order to deliver results focused HR solutions.

An ambassador for building high performance cultures, the HRBP utilises reports and data from HR systems to identify opportunities and target interventions that directly support client stakeholder needs.

The HRBP is an advocate of HR services offerings and champion of HR people solutions.

Reporting Line: The position reports to the Lead HR Business Partner and works with a high degree of autonomy under broad direction

Supervisory Responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Provide advice and coaching to an assigned client group in support of the HR strategic agenda and organisational goals
2. Undertake research, devise contemporary HR solutions and provide practical advice to the management team and clients, seeking support where required
3. Prepare advice, business cases, briefings and reports on a range of highly complex HR matters for key stakeholders
4. Input into the development, revision and implementation of policies and procedures to meet legislative, organisational and operational-efficiency needs
5. Initiate, manage and contribute to major HR projects, committees, reviews and/or continuous improvement activities
6. Develop quality working practices that are underpinned by metrics, analysis and research ensuring enhanced effectiveness, efficiency and performance
7. Facilitate cooperation, build partnerships and work collaboratively with other Monash HR colleagues to deliver high quality, consistent services to internal and external clients

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - post-graduate qualifications in HR or other relevant discipline or progress towards post-graduate qualifications and extensive relevant experience; or
 - An equivalent combination of relevant experience and/or education/training, preferably in human resource management and service delivery

Knowledge and Skills

2. Experience providing advice and guidance across a range of short term operational HR matters and long term HR solutions
3. Demonstrated knowledge and expertise in the following areas:
 - Talent Management
 - Driving performance
 - Leadership Development
 - Workforce Planning and Design
4. Champion the organisation vision and values through example setting, professional behaviour and high standards of work
5. Advanced research and analytical skills, including, the ability to generate metrics, translate data and produce business cases that support targeted interventions
6. Exceptional verbal and written communication skills with an ability to produce high quality, professional documentation
7. Exceptional planning and organisational skills which demonstrate balanced judgement, priority setting and management
8. Demonstrated ability to engage and collaborate with HR colleagues to provide client centric service and solutions consistent with other areas of the University and work towards common goals
9. Knowledge of the workforce issues facing the tertiary sector 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.