

# POSITION DESCRIPTION

Finance and Employee Services  
University Services

## Senior Manager, Capability Development (HR Services)

<b>POSITION NUMBER</b>	0033772
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	PSC 10A - \$144,048 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Jeremy Togneri Tel +61 3 9035 4291 Email <a href="mailto:jtogneri@unimelb.edu.au">jtogneri@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 website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

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

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interests of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

## **FINANCE AND EMPLOYEE SERVICES**

Finance and Employee services delivers fit for purpose, cost effective, transactional and expert Finance, HR and OH&S services for the University.

## **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.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Senior Manager, Capability Development, within HR Services is the most senior role within the Capability Development unit with responsibility for leading a high performing team of capability development specialists. Capability Development work in partnership with Chancellery, Academic Divisions and University Services to support the delivery of a suite of fit for purpose activities that support staff and build organisational capability to underpin the University's People Strategy. Working closely with Chancellery Talent & Capability, a key focus of this role is to manage the Capability Development Team and the wide range of stakeholders that shape the capability development agenda for all University staff.

Reporting line: Associate Director, HR Services, FES

No. of direct reports: 4-6

No. of indirect reports: 1 to 5

Direct budget accountability: \$0

### Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Extensive

Judgement: Significant

Operational context: University-wide

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### Core Accountabilities:

- **Setting the Agenda.** In partnership with Chancellery and Academic Divisions this role will manage the capability and development service offering to academic and professional employees on an annual basis and articulate the role of the Capability Development Team in HR Services in the delivery and running of the agreed programs.
- **Training and Development.** The role is charged with ensuring all learning and development delivery managed by the Capability Development Team in HR Services is fit for purpose. This includes all activities proposed for the year and any business as usual activities including compliance training.
- **Recruitment.** The Capability Development Team, with reference to the People Strategy and in partnership with Chancellery, will begin to work more in the talent and recruitment space as the University's recruitment practices develop. This will include supporting activities associated with the Academic Careers@Melbourne agenda and professional staff career development.
- **Diversity.** Lead the Capability Development Team to support the design and delivery of a wide range of programs and initiatives and monitoring of progress to support Chancellery and Academic Divisions to deliver the diversity objectives detailed in the People Strategy.
- **Performance Review.** The Capability Team will be charged with developing a framework to monitor and provide information and analytics regarding the success of programs and initiatives.
- **Relationships and Stakeholder Management.** This role will work as conduit between the Capability Development Team and key stakeholders across Chancellery, Academic Divisions and University Services. This will require astute relationship building with all stakeholders but in particular the academic leadership of the University and HR Managers.

**Team Leadership and Development.** To lead and develop the Capability Development staff members and develop an industry leading team working seamlessly towards the objectives of the

University. The team is expected to be the benchmark for like portfolios across the higher education industry and beyond. The team structure will need to continue to be developed and built as a fit for purpose unit delivering on the organisational development initiatives designed by the Chancellery Talent and Capability team.

### **Selection Criteria:**

#### **Education/Qualifications**

1. The appointee will have a relevant higher degree qualification with extensive experience in a senior HR business partner and/or HR service delivery role. An exposure to organisational development would be highly regarded. The successful candidate will also be experienced in leading a highly competent team providing a high level of service in a complex, matrixed environment.

#### **Knowledge and skills:**

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; value working collaboratively as One Team, connecting with people and building relationships in the workplace.
3. Knowledge of organisation development theory and practice especially as it relates to the education sector, ideally within a high performing academic workforce would be an advantage.
4. Understanding of the development needs of academic and professional staff in a world-class University, in particular the talent and recruitment aspects of the academic career would be highly regarded.
5. Ability to innovate and create solutions in a complex, process driven environment.
6. High level stakeholder management and relationship building skills within a complex and diverse workforce and the ability to form relationships in that environment.
7. Extensive management experience and proven leadership qualities.
8. Process and system improvement experience including knowledge of project management methodology
9. An understanding of the importance of compliance training and experience of driving compliance by making the training accessible and fit for purpose
10. Demonstrated understanding of the various diversity agendas and an ability to play a role in furthering those agendas through learning and development.