



THE UNIVERSITY OF  
MELBOURNE

## POSITION DESCRIPTION

### Faculty Office

Faculty of Veterinary and Agricultural Sciences

## Human Resources Business Partner

<b>POSITION NO</b>	0037590
<b>CLASSIFICATION</b>	PSC 8
<b>SALARY</b>	\$99,199 - \$107,370 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Toni Rizzo Tel +61 3 83442728 Email <a href="mailto:toni.rizzo@unimelb.edu.au">toni.rizzo@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)

## ***Position Summary***

### **ABOUT THE POSITION**

Working as part of a collaborative team, the primary role of the HR Business Partner is to support the Faculty in strategic HR Operations and assist in delivering the HR Plan that underpins the Faculty's objectives.

You will deliver HR projects and processes across the Faculty and will be the key liaison for the Faculty's Werribee campus Academic Division which includes the University of Melbourne U-Vet Werribee Animal Hospital.

You will be part of a team of four and will be accountable for direct line management responsibility of a HR Consultant.

### **ABOUT US**

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

## ***1. Key Responsibilities***

### **1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY**

- ▶ Partner with key stakeholders and staff across the Faculty to develop appropriate solutions and provide expert advice on a range of HR matters and initiatives that address their needs, including: people planning, managing change, performance management, job design and classification and workforce/organisational development.
- ▶ Responsible for providing 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 any case work on a myriad of issues that occur in the workplace.
- ▶ Identify and support Professional learning requirements across the Faculty and collaborate with key stakeholders to design and deliver appropriate learning and development interventions.
- ▶ Oversee employee lifecycle processes including recruitment, PDF cycle.
- ▶ Deliver human resources services that are timely, valued, consistent and responsive.

## 1.2 INNOVATION AND IMPROVEMENT

- ▶ Develop management capability across the Academic Division to enable greater self-service and improve management accountability.
- ▶ Take the lead for HR projects or a portfolio such as: implementation of an equity and diversity plan that supports the University Diversity strategy and Faculty goals or Change Management projects as determined with the Manager, Human Resources.

## 1.3 COLLABORATION AND LEADERSHIP

- ▶ 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.

## 1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity.
  - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

### 2.1 ESSENTIAL

- ▶ A degree and/or extensive relevant experience.
- ▶ High level interpersonal and verbal communication skills with the ability to liaise and influence a range of people across all levels of the organisation.
- ▶ Demonstrated experience in providing expert advice and guidance on a range of HR issues and the ability to work in a complex, ambiguous and changing environment.
- ▶ Ability to work autonomously with considerable independence.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines.
- ▶ Excellent communication skills both written and verbal. Explains information clearly, logically and succinctly in a variety of styles that meet the audience needs. Listens effectively.

- ▶ Excellent interpersonal skills to build and maintain effective working relationships with staff, management and other stakeholders that build a network of influence and enable you to effectively negotiate outcomes.
- ▶ Excellent analytical, problem solving and conceptual skills with the ability to conceptualise, develop and review initiatives that contributes to the provision of excellent HR solutions.
- ▶ Service orientation that effectively balances the needs of clients, the team and the individual.

## 2.2 DESIRABLE

- ▶ Experience in or an understanding of HR practices in the higher education sector.

## 2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ Ability to work at Werribee campus 1 or 2 days per week.
- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

As an experienced HR practitioner and HR Business Partner within FVAS, you will operate with independence in the day to day performance of the position's responsibilities. You will provide guidance to the HR Consultant where appropriate and directly supervise the HR Officer 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. Makes timely decisions, communicates effectively while gaining the trust of the team and the business.

## 3.2 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 an upcoming period of significant change.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

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

You will develop a strong understanding of FVAS strategic objectives 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 services at the University of Melbourne.

### 3.4 RESOURCE MANAGEMENT

The HR Business Partner will lead and motivate their direct report and collaborate with the HR team and other Professional Service teams within the Faculty and the University to ensure client services are delivered to a high standard.

### 3.5 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 a broad range of staff and relevant stakeholders within the Faculty and wider University supporting the successful delivery of the Faculty HR objectives.

## 4. *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 strive to service for excellence and reach the targets of Growing Esteem.

## 5. *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.

## 6. Other Information

### 6.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

### 6.2 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 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>.

### 6.3 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/our-research/research-at-melbourne>

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.

## 6.4 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/governance>