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| **Position Title** | HR Business Partner |
| **Classification** | Level 9 |
| **School/Division** | Human Resources |
| **Centre/Section** | Business Partnership Office |
| **Supervisor Title** | Associate Director, Organisational Capability and Change |
| **Supervisor Position Number** | FSR 315580 |
| **Position Number** | FSR 321957 |

**Your work area**

Human Resources enables the University to implement and deliver its People & Culture strategy to make the University a remarkable place to work, attracting and retaining word-class staff from diverse backgrounds who want to build careers, drive change, provide leadership an create opportunities at an institution renowned for its excellence.

Business Partnering team is accountable for working closely with and supporting University leaders in delivery of their objectives and priorities through developing and enabling solutions and advice for their talent and organisational capability needs. Business Partners are aligned with each functional portfolio and work strategically, linking the People and Culture strategy with their business operations needs and embedding a strategic HR perspective within the portfolio's operational decision-making and HR planning.

**Reporting structure**

Reports to: Associate Director, Organisational Capability, and Change

Direct reports: nil

**Your role**

As the appointee you will, under broad direction, be responsible for a designated portfolio and will work closely with senior leaders to lead and deliver strategic and operational human resources imperatives and targets. This will involve developing and implementing people strategies to meet the needs of the University and drive business performance. You will play a leadership role within HR and contribute to wider People and Culture strategies, plans and objectives.

**Your key responsibilities**

* Partner with senior leaders across business portfolios of the organisation to identify needs and advise and deliver tailored people strategies and solutions aligned with overall business objectives
* Coach and support senior leaders to effectively manage the achievement of portfolio key performance indicators, and support their strategic planning activities to advise on people strategies for their achievement
* Partner with senior leaders to deliver organisational design, restructuring and change initiatives, in line with University policy and procedural frameworks and current best practice
* Consult and advise senior leaders on workforce and succession planning, talent management activities to meet current and future organisational requirements
* Identify people development needs and collaborate with organisational and people development teams to advise and facilitate delivery of development programs
* Guide and coach senior leaders to effectively address conduct and performance matters in accordance with University policy and procedural frameworks
* Provide leadership and collaborate with Service delivery teams to foster proficient and quality customer-centric HR services to the University and build capability within the team
* Contribute to the development, implementation and monitoring of the People and Culture strategy, policies, procedures, codes and frameworks and collaborate with HR functional areas to ensure that they are accurately aligned to business need and implemented effectively

**Your specific work capabilities (selection criteria)**

**Qualifications, Skills and Experience**

* Relevant tertiary qualifications in Human Resources or a related field
* Substantial experience influencing, negotiating and critical analysis skills with a proven ability to build relationships, solve complex problems, coach and communicate at all organisational levels
* Substantial experience across HR disciplines of leadership development, succession planning, performance development, talent management, workforce planning, employee/industrial relations, and culture and engagement
* Excellent organisational design and change management skills and extensive experience in applying and managing complex transformational change
* Proficient at understanding and practical application of Australian employment law, the Australian industrial relations framework, Agreements, policies and procedures
* Excellent interpersonal and communication skills, with an ability to work collaboratively and pragmatically
* Excellent organisational and project management skills and demonstrated ability to set priorities and to meet deadlines
* Demonstrated business acumen and ability to investigate, design and implement creative activities and solutions

**Values and Attributes**

* Demonstrated commitment to the principles of diversity, equity and inclusion and to fostering a psychologically healthy and safe workplace
* Capacity to inspire all members of the University community to build a positive culture focused on achieving excellence
* A passion for delivering an outstanding service and employee experience bolstered by collaborative, collegial and supportive synergistic ways of working
* Personal integrity, self-awareness and demonstrated commitment to development through ongoing critical analysis of own performance and seeking feedback from others
* Energy, tenacity and resilience
* An affinity with the mission and culture of the University and commitment to the University’s values

**Special requirements (selection criteria)**

There are no special requirements

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hr.uwa.edu.au%2Fpolicies%2Fpolicies%2Fconduct%2Fcode%2Fconduct&data=05%7C01%7Cadrian.wilks%40uwa.edu.au%7Cd2aa1379b11d4d23da6808daa5b52c2e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638004494788378827%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ro9RJRnIO1RCAkoZ9YxXpslVjhVOLTZwcS%2FsBVP9ocs%3D&reserved=0)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.web.uwa.edu.au%2Finclusion-diversity&data=05%7C01%7Cadrian.wilks%40uwa.edu.au%7Cd2aa1379b11d4d23da6808daa5b52c2e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638004494788378827%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zy%2BDTaXusOoDrWdYaPU49aocwh5HqtkXfI40yCEFGc4%3D&reserved=0)

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