

HR BUSINESS PARTNER

DEPARTMENT/UNIT	HR Business Partnering
FACULTY/DIVISION	Monash HR
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave and Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Portfolio of the Chief Operating Officer and Senior Vice-President** is responsible for the University's administrative portfolio, which includes the majority of the University's internal and infrastructure support services and the link between the University and associated organisations. The portfolio ensures the effective integration of people, buildings and technology drive to support the University's objectives

This position is located within **Monash HR**. We facilitate staff engagement and organisational performance by providing workforce management expertise and Human Resources (HR) service and solutions. Monash HR values integrity, collaboration, innovation and excellence.

POSITION PURPOSE

The HR Business Partner provides high-level, specialist HR advice and a range of HR services in a strategic partnering relationship with an assigned faculty, division or school. The HR Business Partner works closely with the assigned client group to understand their needs and provide professional HR expertise, guidance, support and solutions on a range of complex HR matters, operating within legislation, policies and procedures.

With a focus on the Monash HR Values of **Integrity, Collaboration, Innovation and Excellence** and as a core member of the HR team, this role provides forward thinking and future insights to all stakeholders.

Reporting Line: The position reports to the Group Manager, HR Business Partnering under broad direction, working with a degree of autonomy

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to the achievement of people and organisational strategy and objectives by providing high-level, HR consulting advice, services and solutions
2. Manage and co-ordinate range of strategic HR business partnering services including: undertaking investigations, devising solutions and providing practical advice, reports and briefings to clients on highly complex HR matters, supporting the implementation of people management plans, strategies and initiatives and championing the organisation's goals and values in accordance with policy, legislation and best practice
3. Manage and co-ordinate a work environment of continuous review and improvement of people management practices, operational processes, policies, frameworks, systems and service provision
4. Facilitate cooperation, build partnerships and work collaboratively with Monash HR colleagues to deliver high quality, consistent services to clients
5. Contribute to forward thinking and HR team expertise by undertaking external research, benchmarking and knowledge building
6. Develop and maintain strong partnerships with key stakeholders in the client group, an extensive network of colleagues, clients and other stakeholders
7. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - postgraduate qualifications or progress towards postgraduate qualifications in HR or other relevant discipline and extensive relevant experience in HR management and service delivery; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent management and generalist HR skills with proven ability to partner with clients to deliver operational excellence, services and advice in a large and complex organisation.
3. Current and extensive knowledge of human resource management principles, relevant legislation and current HR trends to achieve business objectives
4. Highly developed planning and organisational skills, with experience establishing priorities and delivering results to meet prescribed deadlines
5. Excellent consulting and relationship management skills, with the proven ability to develop effective strategic relationships with key stakeholders and the ability to interact, influence and negotiate at senior levels
6. Excellent research, analytical and problem-solving skills including the ability to translate and implement complex issues into practical business solutions.
7. Highly developed interpersonal and communication skills, including the ability to produce professional reports and other documentation
8. A working knowledge of the workforce issues facing the tertiary sector

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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.