

# SENIOR HR BUSINESS PARTNER

DEPARTMENT/UNIT	HR Business Partnering
FACULTY/DIVISION	Monash HR
CLASSIFICATION	HEW Level 9
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave and Clayton campus

## ORGANISATIONAL CONTEXT

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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 – [#ChangeIt](#) 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 are forward thinkers in staff engagement and organisational performance, providing best-practice workforce management expertise and Human Resources services and solutions. We operate under the ethos of OneHR with values of integrity,

collaboration, innovation and excellence, to support the University's people and processes now and into the future.

Monash HR values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

## POSITION PURPOSE

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The Senior HR Business Partner is an influential role in the HR team that provides strategic guidance and operational solutions to assigned client group/s. Acting as a key conduit between the organisation's imperatives and HR function, the Senior HRBP oversees and guides other members of the HR team in collaboration with the Centres of Expertise to deliver timely, effective and focused solutions that target longer-term organisational objectives.

With a focus on the Monash HR Values of **Integrity, Collaboration, Innovation and Excellence** and as a senior member of the HR team, this role provides forward thinking and future insights and is expected to mentor and coach junior members.

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

**Supervisory Responsibilities:** This position provides direct supervision to 1 staff member

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Provide strategic advice and operational solutions key stakeholders in the allocated portfolio to support the achievement of people and organisational strategy and objectives
2. Lead, manage and oversee the delivery of a range of strategic HR business partnering services aligned with client group goals including: provision of expert HR advice and customised client solutions, supporting the implementation of people management plans, strategies and initiatives, championing the organisation's goals and values through indirect leadership across the organisation and HR team, overseeing a team of HR professionals providing tailored HR services to clients and contributing to work practices that are measurable, high quality and provide the opportunity for transferrable knowledge and learning
3. Provide leadership through mentoring, coaching and developing a highly trained, motivated and efficient team of HR professionals with a focus on client service excellence
4. Lead and manage a work environment of continuous review and improvement of people management practices, operational processes, policies, frameworks, systems and service provision
5. Proactively engage and collaborate with peers and the HR Centres of Expertise to present client solutions that are robust, consistent with other areas of the University and work towards common goals
6. Lead and champion strategic change initiatives and reviews of policy, procedure and practice and ensure successful delivery and uptake in the relevant client portfolios
7. Offer insights and forward thinking to the HR team and the organisation through external research, benchmarking and knowledge building
8. Develop and maintain strong partnerships with key stakeholders in the client group, while maintaining a proactive and collaborative relationships with central HR leaders and colleagues

9. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

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

### Knowledge and Skills

2. Excellent management and leadership skills with proven ability to partner with clients to deliver operational excellence and people management strategies, services and advice at a high level
3. Demonstrated human resource management skills and experience in talent management (attraction, development and movement), driving performance, workforce planning, organisational design, workplace relations and staff engagement, along with an ability to facilitate outcome focused change in a complex environment
4. Outstanding planning and organisational skills, with experience in delivering organisational objectives within agreed timeframes
5. Proven experience in a 'business partnering' or similar environment and an ability work with others to help reach their potential via coaching, mentoring and targeted development
6. Demonstrated staff management experience with the ability to motivate and develop a high performing, resilient team committed to excellent customer service
7. Highly developed analytical and conceptual skills and a 'systems thinking' approach enabling application of work practices, measures, metrics and analysis to understand and transpose complexity into simple targeted approaches
8. Superior interpersonal and communication skills with the ability to develop constructive and meaningful relationships and provide HR consultancy advice in a complex and diverse environment
9. Evidence of sound judgement when making decisions that balance innovation, business goals, values and ethical standards

## OTHER JOB RELATED INFORMATION

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- 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

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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.