



SENIOR HR ADVISER

DEPARTMENT/UNIT

Recruitment, Remuneration and Global Mobility
Senior Executive Recruitment

FACULTY/DIVISION

Monash HR

CLASSIFICATION

HEW Level 8

WORK LOCATION

211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

This position is located within **Monash HR**. We facilitate staff engagement and organisational performance by providing workforce management expertise and Human Resources (HR) services and solutions.

Recruitment, Remuneration and Global Mobility combines a number of HR centres of expertise, working together to support Monash HR and the University more broadly to achieve the goals and priorities set out in our strategic plan, *Focus Monash*, and in particular to attract, develop and retain high performing staff.

POSITION PURPOSE

Under direction of the Manager, Senior Executive Recruitment, the position of Senior HR Advisor supports the University's specialist senior executive recruitment function to facilitate the appointment of senior staff by providing a high-quality, specialised service and accurate, well-considered advice.

The position of Senior HR Advisor actively enables the effective operation of the senior executive recruitment function through the provision of best-practice candidate care and the delivery of high-quality recruitment activity. The Senior HR Advisor will also lead the delivery of employment life-cycle activities for the senior executive group.

The position will work closely with senior stakeholders across the University, and will engage effectively with external providers such as search consultants, relocation consultants, and legal and tax advisers. The incumbent will operate with significant autonomy and initiative.

The Senior HR Advisor will be a key member of the broader portfolio, providing specialist HR support for cross-functional projects and initiatives.

Reporting Line: The position reports to the Manager, Senior Executive Recruitment who will provide broad supervision. The position also has a reporting relationship to the Manager, Remuneration Projects who will provide broad supervision.

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Drawing from relevant procedures, policies, legislation and best-practice principles, provide solution-focused advice, guidance and support to key stakeholders regarding senior executive recruitment matters
2. Undertake employment life-cycle management activities for the senior executive group, including coordinating and preparing senior executive staff contracts, contract variations, and drafting unique contract conditions as required. Source appropriate legal, relocation, tax and immigration advice and support as required
3. Under direction of the Manager, Remuneration Projects, support the effective management of remuneration and senior appointment projects and change initiatives from concept through to implementation
4. Develop and maintain strong client relationships, acting as a trusted adviser to key senior stakeholders and provide high-quality service to the senior executive recruitment function's client group
5. Represent the senior executive recruitment function in client meetings and meetings of selection committees as required
6. Draft, critically analyse and edit position descriptions, advertisements, candidate prospectus documents, and various supporting information and documents for the recruitment process
7. Prepare remuneration analyses and spreadsheets, and develop and maintain benchmarking spreadsheets and league tables
8. Prepare high-quality documents including committee papers, emails, briefing notes, and reports for a variety of audiences, including senior executives
9. Develop and maintain strong and effective partnerships and networks within the Recruitment, Remuneration and Global Mobility portfolio to provide cross-functional support, and collaborate on cross-functional initiatives
10. Undertake research, investigations and analyses focusing on continuous improvement, contributing to the development, implementation and maintenance of policy, standards and practices within the senior executive recruitment function and Monash HR more broadly

KEY SELECTION CRITERIA

Education/Qualifications

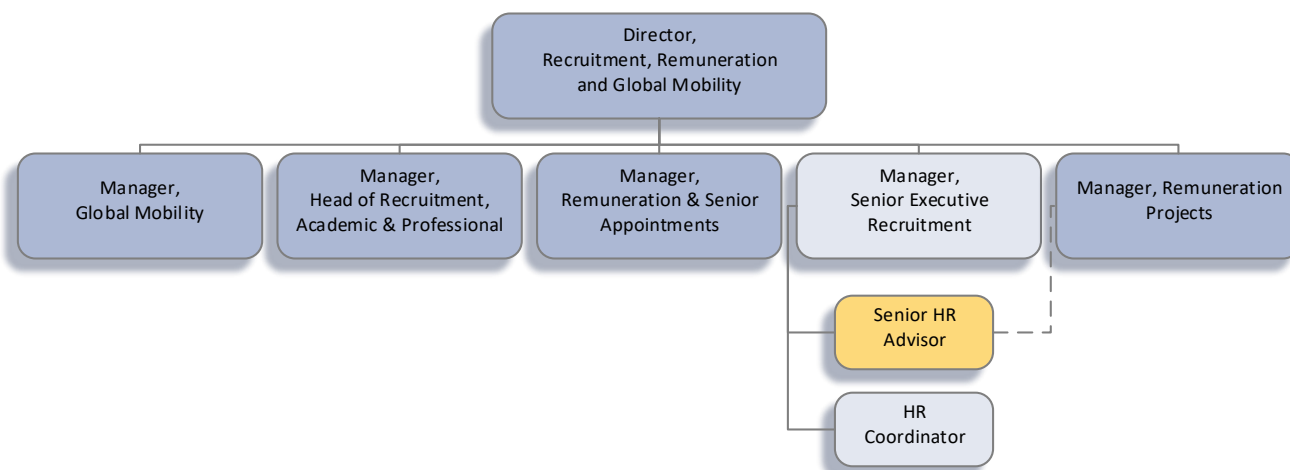
1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
 - extensive experience and management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Proven ability to interpret and apply sound knowledge and understanding of recruitment policies and procedures, best-practice principles, relevant legislation and current trends to enable the provision of practical and accurate advice
3. Excellent numerical, investigative, conceptual and analytical skills, including the ability to identify emerging issues, trends and potential risks
4. A proven track record in high-quality candidate care, client-focused problem solving and the application of relevant specialist knowledge to add value to business outcomes and objectives

5. Excellent communication, negotiation and persuasion skills, with the ability and energy to be an advocate for the University and engage widely with stakeholders
6. Demonstrated ability to work as an effective member of a team, as well as the ability to exercise substantial levels of independence, judgement and initiative
7. Outstanding organisational skills with the ability to prioritise multiple tasks and meet deadlines whilst maintaining a strong focus on attention to detail and accuracy
8. Ability to work cooperatively and strategically in a cross-functional environment with all levels of staff and to integrate resources on a timely and organised basis

ORGANISATIONAL CHART



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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.