

# SENIOR HR WORKFORCE ADVISER

DEPARTMENT/UNIT	HR Projects
FACULTY/DIVISION	Monash HR
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave

## 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 – [#Changelt](#) with us.

Monash 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.

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.

## POSITION PURPOSE

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The **Senior HR Workforce Adviser** provides a range of high-level administrative services for secure employment strategies, programs, and initiatives. This includes supporting the HR Projects team by undertaking workforce engagement requests and reporting. The position also provides operational leadership to team members, ad-hoc projects and undertakes a variety of general administrative duties to meet the operational demands of the HR Projects team.

The **Senior HR Workforce Adviser** works collaboratively with HR colleagues, operating with excellence in process and judgement to provide sound and timely advice and support to team members, clients, staff and other stakeholders.

**Reporting Line:** The position reports to the HR Workforce Advisory Manager

**Supervisory Responsibilities:** Not Applicable

**Financial Delegation:** Not Applicable

**Budgetary Responsibilities:** Not Applicable

## KEY RESPONSIBILITIES

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1. Plan, implement and manage a range of complex administrative tasks including providing specialist workforce advice, monitoring workforce engagement requests to ensure compliance, and producing reports in accordance with agreed standards and timeframes.
2. Supervise and deliver high-level and effective service to clients, including workforce engagements requests, casual conversion requests and workforce reporting, while ensuring adherence to privacy, confidentiality, and legislative requirements.
3. Provide operational leadership and guidance to team members and actively participate in, develop and implement continuous improvement activities relating to workforce engagement requests, quality assurance standards and customer service excellence
4. Undertake research, data analysis and management in areas of functional or service specialisation, including producing reports
5. Provide expert and authoritative advice to other staff, clients and stakeholders in areas of workforce composition, the appropriate use of casual and sessional staff, and relevant employment modes.
6. Contribute knowledge and expertise towards a support a range of processes such as policy development, governance, management decision-making, change management, compliance, quality and performance reporting
7. Build and sustain relationships with an extensive network of colleagues, clients and or suppliers to ensure efficiency of functional operation or service delivery
8. Other duties as directed from time to time

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A degree qualification in a relevant field with extensive relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

## **Knowledge and Skills**

2. Demonstrated experience in leading and overseeing a successful function, administrative process or service, with a focus on delivering excellence in customer service
3. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
4. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain cooperation from, internal and external stakeholders
5. Staff management experience with the ability to motivate and develop staff, and plan and allocate work to meet objectives
6. Demonstrated analytical, research and problem-solving skills and the ability to identify and recommend solutions to challenging issues
7. Highly developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialised or functional knowledge
8. Advanced computer literacy, particularly with current business management software packages and their various applications

## **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.