

Position description

Position title:	Human Resources Business Partner
School/Directorate/VCO:	Human Resources
Campus:	Gippsland Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range (to be classified)
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Part-time
Recruitment number:	849190
Further information from:	Ms Deborah Walker, Director, Human Resources Telephone: (03) 5327 9718 E-mail: d.walker@federation.edu.au
Position description approved by:	Ms Deborah Walker, Director, Human Resources

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Director, Human Resources

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Position summary

The Human Resources Directorate is responsible for the development, implementation and monitoring of the University's people management strategy to ensure a culture of diversity, innovation, flexibility, change readiness and high performance. The Directorate is also responsible for delivering strategic and operational employment-related services including, but not limited to workforce planning, attraction and retention, workplace relations, employee wellbeing, performance management, organisational and people capabilities, remuneration and superannuation, and staff management information.

The Human Resources Business Partner (HRBP) will work at the Gippsland Campus as part of the HRBP team and the broader Organisational Development and Performance team providing specialist advice, coaching and support to managers on the full range of HR Advisory Services, including enterprise agreement and policy and procedure interpretation. The position will also work with the HRBP's to provide a range of HR services including recruitment, performance management, HR Client Services and workplace relations etc.

Reporting to the Manager, HR Business Partnering, the incumbent will have well developed communication skills and the ability to establish and enhance working relationships in a multi-campus environment. The position may be required to travel to other campuses and locations as required.

Key responsibilities

1. Establish, build and maintain relationships between Human Resources and designated client groups in order to ensure the delivery of client services and to contribute to continuous improvement.
2. Provide timely advice and solutions on a range of HR related issues including talent acquisition, performance management, workplace relations and various HR Client Services while ensuring compliance with relevant policies, procedures, agreements and legislation.
3. Partner with designated client groups to implement strategic and operational activities and initiatives while ensuring compliance with relevant policies, procedures, agreements and legislation.
4. Prepare progress reports and updates to the HR team on the status of human resources related matters at the Gippsland Campus to ensure communication is clear, transparent and informative for all HR team members.
5. Work collaboratively with the Manager, Workplace Relations and other HR specialists to provide early specialised advice and intervention for employee-related issues. Case manage individual employee related issues.
6. Provide data analysis and detailed management information reports with informed recommendations to designated client groups.
7. Develop, review and implement Human Resources policies and procedures involving liaison with a range of stakeholders.
8. Manage the implementation of University-wide HR related initiatives and/or programs within designated client groups
9. Contribute to the development of processes, guidelines and toolkits for the Business Partnering function. Contribute to knowledge transfer within Human Resources.

10. Deliver training as required to client groups in relation to changes in the broader University environment, policy and procedures and/or updates to legislative requirements.
11. Build and maintain effective relationships with stakeholders, including union representatives, to promote a positive University culture.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
13. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The HRBP reports to and receives broad direction from the Manager, HR Business Partnering operating within University policies, procedures and guidelines.

The position is required to work independently as well as collaboratively within a team-based approach while ensuring compliance with relevant HR processes and guidelines.

The HRBP is responsible for interpreting relevant agreements, policies and procedures, and legislation to provide advice to clients. The position is also responsible for analysing a diverse range of complex problems and recommending solutions-focused outcomes for their client groups. The position requires the application of judgement, in particular the appropriate monitoring of risk and the escalation and referral of matters to the Manager, HR Business Partnering in the first instance.

The position will provide advice and support to stakeholders at the Gippsland Campus to ensure that these solutions contribute to the sustainability of the University. The incumbent will work in a multi-campus environment and as such, will require well developed communication skills and the ability to confidently and confidentially manage sensitive matters.

Training and qualifications

A relevant postgraduate qualification or progress towards a postgraduate qualification and relevant experience; or an equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The HRBP is responsible for working collaboratively with other HRBPs and the HR Client Services team to ensure the delivery of timely and quality client services within a team-based, supportive environment. The position is also responsible for working collaboratively with the Manager, Workplace Relations to ensure specialised advice and intervention where required.

The HRBP is responsible for developing and maintaining productive and professional relationships with their designated client groups to deliver services related to the employee lifecycle and support the achievement of their strategic and operational needs as well as to provide expert advice on complex individual employee matters.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A relevant postgraduate qualification or progress towards a postgraduate qualification and relevant experience; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated knowledge and application of legislative requirements, and the capacity to implement solutions to minimise risk.
3. Demonstrated knowledge and application of contemporary Human Resources Management practices.
4. Demonstrated experience in developing and implementing Human Resources strategies to meet strategic and operational needs of an organisation.
5. Demonstrated ability to build and maintain relationships with a diverse range of stakeholders, including with senior management, to deliver people management strategies.
6. Demonstrated organisational skills together with the demonstrated ability to deal with competing priorities and meet deadlines.
7. Demonstrated interpersonal skills, including the demonstrated ability to work collaboratively within a cross-functional team environment and share knowledge
8. Demonstrated ability to deal with confidential and sensitive matters of a complex nature.
9. Demonstrated ability to work across a multi-site environment in a dynamic HR team environment
10. Demonstrated experience establishing positive respectful relationships communicating with stakeholders at all levels of a large matrix organisation.
11. Demonstrated alignment with the University's commitment to child safety.
12. A demonstrated understanding and commitment to privacy principles and confidentiality of sensitive information.
13. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.