

Position Description

HR Business Partner (Faculty)

Position Number: 00039458
Position Title: HR Business Partner (Faculty)
Date Written: May 2017

Faculty / Division: Human Resources
School / Unit: HR Business Partnering
Position Level: Senior Appointment

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level (Advanced + People Leadership).



Values in Action
Our UNSW Behaviours



Builds
Collaboration



Embraces
Diversity



Displays
Respect



Demonstrates
Excellence



Drives
Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Human Resources Business Partner plays both an operational and strategic role partnering with senior leaders in the Faculties in order to enable them to achieve their people strategy.

The HR Business Partner leads a small HR team and has an energetic can-do leadership style underpinned by an unrelenting desire to deliver a high quality and proactive HR service that anticipates client needs and creates a positive, cooperative interface that champions employee growth and development. With a wide range of experience across all areas of human resources, the HR Business Partner works with a high level of autonomy and collaborates with specialist experts within the broader HR team to develop solutions and create opportunities that enhance Human Resources as a value adding function within UNSW.

The position is required to work cooperatively and collaboratively with the faculty client group, especially with key clients such as the Faculty Executive Director, Dean and other Senior Academics. The position holder must exercise complete discretion and absolute confidentiality at all times.

The HR Partner reports to the Lead HR Business Partner. The HR Business Partner also has a secondary, local informal reporting line to the relevant Faculty Executive Director(s).

Direct reports to this position include: HR Consultant(s) and HR Officer(s) within the faculty allocated.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Lead and develop the HR team to provide high quality HR advice and assistance to clients on the full range of HR policies, procedures and issues. Encourage continual growth and learning of the HR team.
- Partner with clients to implement strategic HR activities within the faculty/division(s), including workforce planning, talent management and succession planning.
- Assist clients to develop contemporary recruitment and global mobility strategies and oversee senior appointments within the faculty/division.
- Initiate and build effective partnerships with clients to understand and respond to their human resources needs relating to people management.
- Support, advise and work with Managers on employee relations issues as they arise including the process of performance management and the interpretation of the Enterprise Agreement.
- Work with the other HR Business Partners, and the Lead HR Business Partner to review, develop and implement innovative and creative HR strategies and business improvement strategies.
- HR services and solutions provided to internal clients are accurate, responsive and best practice, consistent with University HR practice and represent a high quality customer service that has the confidence of clients.
- HR staff are effectively managed and receive appropriate development and direction and work effectively with other members of Human Resources to deliver a comprehensive HR service across UNSW.
- Implement the UNSW Health and safety management system within your area of responsibility.

SELECTION CRITERIA

- Relevant degree plus extensive experience in the development of contemporary human resource management and policies in a complex working environment.
- Sound generalist knowledge across the spectrum of Human Resources practice, including recruitment, performance management, succession planning, global mobility (including visas), remuneration and benefits, industrial relations, organisational development and workplace diversity.
- Demonstrated experience developing and implementing effective HR solutions and initiatives.
- Demonstrated ability to proactively deliver high quality and solution oriented HR services to a diverse group of clients, including senior managers.
- Demonstrated ability to lead a team of HR professionals effectively, and to build positive relationships with colleagues and key client groups.
- Demonstrated ability to think and operate strategically in an HR context, with high level problem solving and analytical skills.
- High level interpersonal and communication skills, and a demonstrated ability to negotiate and influence key decision makers.
- A strong understanding and vision of HR as a value-added service, including the ability to work in a collaborative effort to develop solutions and create opportunities.
- Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

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.