



Position description

Senior HR Business Partner

Position number	50144799
Department/Unit	HR Business Partnering
Faculty/Division	Monash HR
Classification (Salary rates)	HEW Level 9
Employment type	Full-time
Work location	Clayton campus
Date document created or updated	19 December 2013

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 Resource (HR) service and solutions. To learn more about the work we do, [please visit our website](#).

HR Business Partnering

This position resides within the HR Business Partnering team, which is comprised of five HR Service Hubs, each providing end-to-end HR tactical and strategic advice and operational support to a designated faculty/portfolio client group.

Position purpose

The Senior HR Business Partner leads a team of professionals responsible for delivering a range of HR advice, consultancy and operational services to clients, aligned with business needs.

As a senior member of Monash HR, the Senior HR Business Partner provides strategic advice and direction, translates strategy into operational goals, shapes how services are

provided to clients and engages with peers and team members to deliver service excellence and continuous improvements.

Reporting Line: The position reports to the **Lead Business Partner** under broad direction.

Supervisory responsibilities: Management of staff within the designated HR team (HEW 7/8 and below)

Financial delegation and/or budget responsibilities: HR delegations as appropriate for Level

Key responsibilities

1. Provide high level generalist HR consulting advice, guidance and services to senior management in relation to a range of complex strategic and operational HR matters, referring to policy, legislation and best practice.
2. Lead and manage a discreet team to deliver client services including business planning, resource allocation, overseeing operations and ensuring the delivery of high quality customer service.
3. Provide leadership to team members, including developing, coaching & mentoring staff and managing staff performance to deliver service outcomes.
4. Undertake research, devise solutions and provide high-level, practical and impartial advice to senior management on complex, multi-faceted HR issues.
5. Prepare reports, correspondence and advice for senior management on highly-complex HR issues with a university-wide impact.
6. Initiate, manage and/or contribute to HR projects, reviews and continuous improvement activities.
7. Facilitate cooperation, build partnerships and work collaboratively with other Monash HR staff to deliver high quality, consistent services to clients.
8. Build and sustain high-level relationships with an extensive network of internal and external colleagues, clients and stakeholders.
9. Participate in the leadership team, actively contributing to corporate management including strategic planning, reporting and corporate and budgetary responsibilities.

Key selection criteria

Education/Qualifications

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

Knowledge and Skills

2. Extensive experience in applying a broad, thorough, up-to-date knowledge of human resource management principles, policies, relevant legislation and current HR trends, both internal and external to the university sector.
3. Demonstrated extensive and broad experience in leading, motivating, coaching and developing a team of professionals to deliver service excellence and continuous improvements.
4. Outstanding research, analytical and evaluation skills, including the demonstrated ability to devise innovative solutions to complex organisational issues.
5. Exceptional interpersonal communication skills, including a proven ability to liaise, mentor and coach senior management and develop communication on complex issues for a senior audience.
6. Exceptional planning, organisational and project management skills, with extensive experience in delivering strategic organisational objectives within agreed timeframes.
7. Experience working as part of a leadership team, contributing to setting strategic direction, undertaking strategic planning, providing advice and implementing initiatives to deliver on the objectives.

8. Exceptional consulting and relationship management skills, with the demonstrated ability to develop effective strategic relationships with key senior stakeholders and colleagues, including the ability to interact, influence and negotiate at senior levels internally and externally to the university.

Other job-related information

- Travel (e.g. to other campuses of the University) may be required.
- There may be peak periods of work during which the taking of leave may be restricted.
- Possession of a current Victorian driver license is desirable.

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.

Organisational chart

