

**DIRECTOR HUMAN RESOURCES
POSITION DESCRIPTION**

Position Title:	Director, Human Resources	Position Number: 1015	Faculty/Division: Services and Resources
Classification:	Senior Manager	No. Direct Reports: 5 & Highest Classified Position: Senior Manager Level 1	School/Branch: Human Resources Branch
FTE: 1.0	Reports to: Vice-President, Services and Resources	Fixed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/>	Discipline/Unit: Not applicable
Position Summary:	<p>The Division of Services and Resources comprises seven branches that provide enabling services and the resource capacity to support the University's teaching and research goals and activities.</p> <p>The Human Resources Branch (HR Branch) supports the achievement of the University's goals through strategic people management and the implementation of appropriate HR policies and practices.</p> <p>The position of Director, Human Resources is responsible for the overall leadership, management and strategic direction of the HR Branch and for ensuring the deliverables are met by all staff in the Branch.</p>		
Position Characteristics:	Scope	The HR Branch serves a client base of approximately 8,000 staff. The Director, Human Resources manages 60 staff and is responsible for a budget of approximately \$5 million.	
	Significant internal/external relationships	Vice-Chancellor and President Deputy Vice-Chancellors and Vice-Presidents Executive Deans Branch Directors and other University Directors Heads of Schools Union Officers Australian University HR Directors (and in particular the Group of Eight) Key Industry Partners	
	Special conditions	Frequent work/meetings outside standard hours and travel to all University campuses and locations Some interstate and overseas travel is required	
	Delegations	HR and financial delegations as prescribed to this position	

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Key Responsibilities and Outcomes	1	Strategic Human Resources Management	<ul style="list-style-type: none"> • Provide advice to the Vice-Chancellor, Vice-President and other members of the senior executive on all aspects of human resource management, workforce planning, change management and in respect to the consequences of changes in employment legislation at both State and Federal levels. • Provide leadership in the development and implementation of University-wide planning, policy, system, projects and quality improvement strategies with respect to human resource management. • Communicate and build sustainable relationships with a wide range of external contracts, including prospective staff, alumni, union groups, friends of the University, industry government and community representatives.
	2	Operational Excellence	<ul style="list-style-type: none"> • Manage the development, approval, communication and implementation of all frameworks, policies and procedures relating to people management in the University (including equity and diversity and health, safety and wellbeing.) • Seek to continuously improve the services provided by the HR Branch including consulting, recruitments, organisational development, workforce strategy, employee services, safety and wellbeing
	3	People Management	<ul style="list-style-type: none"> • Manage and mentor direct reports and as appropriate, their teams, to enable the Branch to deliver its services as effectively and efficiently as practicable. • Build organisational capability and develop a cultural that encourages staff to be committed to the University's mission, values and stated outcomes.
	4	University and Division of Services and Resources Leadership Team	<ul style="list-style-type: none"> • Contribute to the strategic planning process for the University and Division and lead the development of best practice HR planning, performance management and change management. • Develop, implement and communicate the Human Resources business and operational plan. • Communicate new HR initiatives, changes and projects to the Division and the University community.

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			<ul style="list-style-type: none"> Actively participate in and contribute to the Division's Leadership Team.
<p>Criteria</p>	<p>Capabilities and Behaviours</p>	<p>Achievement Drive</p>	<ul style="list-style-type: none"> Demonstrates personal energy and enthusiasm for programs and projects. Delivers excellent outcomes on time and on budget that meet the diverse needs of stakeholders and staff alike. Demonstrates a passion for excellence and celebrates achievements.
		<p>Business Acumen</p>	<ul style="list-style-type: none"> Continuously monitors the internal and external environments to identify challenges and opportunities relevant to the University.
		<p>Leadership</p>	<ul style="list-style-type: none"> Works effectively to reduce silos and encourage collaboration at all levels of the University. Lives and promotes the values and goals of the organisation. Exhibits self-awareness and well-developed people management skills including a strong track record as a supportive coach and mentor.
		<p>Relationship Building</p>	<ul style="list-style-type: none"> Establish strong, respectful and trusting relationships across all levels of the University. Understands when and how to use personal power and relational power underpinned by integrity to influence outcomes. Seeks to understand the motivations and positions of key stakeholders to identify and build on common points of interest.
		<p>Service Focus</p>	<ul style="list-style-type: none"> Sets and tracks measures of client satisfaction to continually improve service provision. Builds strong relationships with key clients. Demonstrates and promotes a quality service culture by consulting and involving clients, colleagues and stakeholders.

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		<p>Strategic Thinking</p>	<ul style="list-style-type: none"> • Anticipates situations in the longer term (3-5 years) and acts to create strategic opportunities and address underlying problems. • Establishes and maintains business relationships with key stakeholders (government, business, and educational partners) to further the interests of the University. • Maintains a clear sense of strategic direction within the international, national, and state contexts. • Makes sound strategic decisions on the investment of time and money to maximise return on investment for the University.
	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Extensive knowledge of contemporary Strategic Human Resource Management practices and trends. • Demonstrated commitment to a customer service culture and service delivery perspective. • Demonstrated ability to manage and resolve sensitive matters at a senior level. • Demonstrated ability to effectively lead significant change management initiatives across a large and diverse organisation. • Demonstrated ability to develop, implement and evaluate strategic HR frameworks, policies and initiatives. • Demonstrated people management skills including a strong track record as a supportive coach and mentor. • Extensive experience in leading a large team in a complex environment. • Expert knowledge of the Australian Higher Education Sector is desirable. 	
	<p>Qualifications</p>	<ul style="list-style-type: none"> • Tertiary qualifications in Human Resource Management or related field and extensive relevant experience at a senior management level. 	
<p>Occupational Health, Safety and Welfare Requirements</p>		<p>All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards.</p> <p>All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by</p>	

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	<p>working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.</p> <p>Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.</p>
<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures.

