

HR BUSINESS PARTNER  
POSITION DESCRIPTION

<b>Position Title:</b>	HR Business Partner, Implementation Team	<b>Position Number:</b>	<b>Faculty/Division:</b> Services and Resources
<b>Classification:</b>	HE09	<b>No. Direct Reports &amp; Highest Classified Position:</b> nil	<b>School/Branch:</b> Office of Services & Resources
<b>FTE:</b>	<b>Reports to: Director, Office of Services &amp; Resources</b>	<b>Fixed X</b> <b>Continuing <input type="checkbox"/></b>	<b>Discipline/Unit:</b>
<b>Position Summary:</b>	<p>The Division of Services and Resources supports the University in the achievement of its core objectives in learning, teaching and research by providing enabling services and effective resources. The division's priorities have evolved from the University's 10 year strategic plan, the Beacon of Enlightenment, with key projects centred around people, community, assets and infrastructure and processes.</p> <p>The Office of Services and Resources is part of the University's Division of Services and Resources. The office coordinates divisional business planning and strategic activities and projects. It also manages the University's sustainability program, Ecoversity.</p> <p>In response to the evolving higher education industry and in line with it's organisational strategy – 'The Beacon of Enlightenment', the University of Adelaide (U of A) is embarking upon significant people related change programs to position the business for continued success well into the future.</p> <p>Two major streams of work have been established which are focused on driving a performance culture, particularly within the Academy, and optimising the University's support services through customer centric specialisation and centralisation of functions, where efficiencies can be realised.</p> <p>Working as an integral part of a transformation program team, the HR Business Partner provides HR expertise to the development and implementation of organisational change and works in partnership with the business to deliver such change.</p> <p>In addition, the HR Business Partner works closely with the business to provide the necessary HR support to help achieve their strategic direction. Specialist advice, support and guidance to the business on workforce matters relating to complex case management, major organisational change, pre-retirement and other separation arrangements are also key components of the role.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	<p>The Office of Services and Resources office coordinates divisional business planning and strategic activities and projects.</p> <p>Working under broad direction, the HR Business Partner, manages the activities within the scope of the business/project plan to provide timely expert workforce advice on complex case management and change management matters. This position works collaboratively with all areas of the business and HR Branch to ensure the provision of consistent and quality advice and service to the University.</p>	
	<b>Significant internal/external relationships</b>	<p>Director, Office of Services &amp; Resources Faculty Executive Faculty Executive Managers Heads of Schools of assigned Faculty</p>	

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		<p>Faculty and Division staff          HR Leadership team          Manager HR Business Partnerships &amp; Advice          External Service Providers          HR specialists, e.g. Organisational Development, Workplace Relations and Recruitment</p>
	<b>Special conditions</b>	<p>Reasonable workplace adjustments will be made for people with a disability.          Out of standard work hours as required Interstate travel as required</p>
	<b>Delegations</b>	<p>nil</p>

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<p><b>Key Responsibilities and Outcomes</b></p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	Partner with Senior Managers	<ul style="list-style-type: none"> <li>▪ Be a proactive and trusted partner and coach on all complex people related issues and opportunities to Executive Dean, Deans, Heads of Schools and Faculty Executive Manager (Faculty leaders).</li> <li>▪ Identify business improvement opportunities - design and implement targeted solutions, change initiatives and projects and follow through to resolution.</li> <li>▪ Identify and facilitate resolution of recurring transaction or HR process issues that impact on Faculty performance</li> <li>▪ Work closely with specialist HR functions (in HR Branch and external) to assist in developing and delivering targeted initiatives</li> <li>▪ Develop and manage key relationships within the Faculty in order to implement organisational programs and processes.</li> <li>▪ Develop and actively manage working relationships with specialist central HR Branch and the broader HR community which resides in other Faculties.</li> </ul>
	2	Faculty/business specific people strategy & development	<ul style="list-style-type: none"> <li>▪ Lead the development of the People Management and Workforce plans for the Faculty in line with the project</li> <li>▪ Oversee implementation and the embedding of HR activities to ensure alignment and support of the strategic objectives of the Faculty and the University.</li> <li>▪ Broker internal and / or external specialist services and advice as required.</li> <li>▪ Coordinate responses to complex/critical and / or high risk industrial relations/employee relations matters with the Workplace Relations team and externally if required</li> </ul>
	3	Change management/performance management support	<ul style="list-style-type: none"> <li>▪ Support leaders in change management initiatives with respect to the people management issues to ensure a smooth transition and compliance with the Enterprise Agreement.</li> <li>▪ Provide advice and assistance to Faculty executive management on structures, position descriptions, classifications and transition arrangements</li> <li>▪ Coach leaders around drafting position descriptions arising out of any organisational change initiatives in accordance with the standards and guidelines for approval within the Faculty and by HR Consulting.</li> <li>▪ Ensure that each area consults and engages with the NTEU as required.</li> <li>▪ Develop, and coach leaders to ensure consistent capability and delivery of change</li> </ul>

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			<p>management practices impacting staff across the University.</p> <ul style="list-style-type: none"> <li>▪ Facilitate, advise and consult with Faculty management on successful performance management including: <ul style="list-style-type: none"> <li>▪ Assisting management on effective early intervention strategies in performance matters</li> <li>▪ Facilitating discussions to resolve issues in a timely manner</li> <li>▪ Identifying the need, and facilitating the liaison between all parties to resolve the matter in line with the defined process</li> <li>▪ Coordinating preliminary investigations in order to inform the Faculty Management on the nature of the case and the options for successful resolution.</li> </ul> </li> <li>▪ Ensure effective administration and reporting of case management issues</li> </ul>
	4	Project support	<ul style="list-style-type: none"> <li>▪ Attend and participate in meetings and ensure that relevant records are kept and stored in accordance with University requirements.</li> <li>▪ Ensure a comprehensive understanding of the Enterprise Agreement, Relevant University policies, procedures and guidelines, and employment legislation and ensure that consistent and accurate advice is provided in accordance with these.</li> <li>▪ Ensure the correct documentation is prepared and used by the Executive Dean or Head of School and that relevant staff such as Workforce Relations have checked the documentation before providing it to staff or the NTEU.</li> </ul>
<b>Criteria</b>	<b>Capabilities and Behaviours</b>	<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Actively uses information gathered from relationships to contribute to the University strategy.</li> <li>• Establishes strong external networks to support University goals.</li> <li>• Develops and utilises networks at a strategic level.</li> <li>• Seeks to understand the motivations and positions of key stakeholders to identify and build on common points of interest.</li> </ul>
		<b>Achievement Drive</b>	<ul style="list-style-type: none"> <li>• Sets challenging and realistic goals and clear measures of success for themselves and their teams.</li> <li>• Identifies and handles impediments to achieving outcomes.</li> <li>• Demonstrates personal energy, and enthusiasm for programs and projects.</li> <li>• Delivers excellent outcomes within deadlines.</li> </ul>

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		<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Creates comprehensive reports or other documents to communicate ideas or concepts related to complex or sensitive issues.</li> <li>• Presents information persuasively, with skill and power, seeking to influence an audience of critical importance to the University, profession or discipline (e.g. conference presentation).</li> </ul>
		<p><b>Business Acumen</b></p>	<ul style="list-style-type: none"> <li>• Recognises when and how to apply principles of commercialisation in planning and decision making.</li> <li>• Understands market trends and applies principles to areas of responsibility.</li> </ul>
		<p><b>Strategic Thinking</b></p>	<ul style="list-style-type: none"> <li>• Creates strategic plans to realise organisational goals.</li> <li>• Anticipates situations in the longer term (3-5 years) and acts to create strategic opportunities and address underlying problems.</li> </ul>
	<p><b>Knowledge and Experience</b></p>	<p>Essential</p> <ul style="list-style-type: none"> <li>▪ Extensive experience in leading/facilitating significant business change programs and/or business transformations</li> <li>▪ Demonstrated experience in operating at a strategic HR Business Partner level in a complex organisation</li> <li>▪ Proven experience in developing effective workforce and people management plans</li> <li>▪ Proven experience in coaching senior managers</li> <li>▪ Demonstrated ability to work collaboratively across areas and communicate effectively, including presenting to a diverse audience</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>▪ Working knowledge of the higher education sector in Australia</li> <li>▪ HR experience within the higher education industry</li> </ul>	
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ Tertiary qualifications with postgraduate qualifications preferable and/or significant relevant experience.</li> </ul>	
<p><b>Occupational Health, Safety and Welfare Requirements</b></p>	<ul style="list-style-type: none"> <li>• All Supervising staff are required to implement and maintain the University's OH&amp;S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. 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.</li> </ul>		

**University Expectations**

All staff are expected to:

- 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.