

**HUMAN RESOURCES MANAGER
POSITION DESCRIPTION**

Position Title:	Human Resources Manager	Position Number: NEW	Faculty/Division: Faculty of Engineering, Computer and Mathematical Sciences
Classification:	HEO9	No. Direct Reports & Highest Classified Position: TBC	School/Branch: Faculty Services Portfolio
FTE:	Reports to: Faculty Executive Director	Fixed <input type="checkbox"/> Continuing <input checked="" type="checkbox"/>	Discipline/Unit:
Position Summary:	<p>The Faculty Services Portfolio enables School success by providing integrated, outcome-oriented services in support of the Faculty's academic endeavours and strategic vision.</p> <p>The Human Resources Manager is a key contributor to the Faculty Services Leadership Team and works in close collaboration with other Faculty and University functions, particularly the HR Branch. The role is responsible for the delivery of people strategy and support, enhancing leadership effectiveness, building change management capability and enabling the development of high performance culture.</p> <p>The incumbent will provide exceptional leadership to professional staff in support of academic outcomes and will foster a culture of innovation, service and collaboration.</p>		
Position Characteristics:	Scope	<p>The Faculty of Engineering, Computer & Mathematical Sciences is one of five faculties at the University of Adelaide. ECMS comprises seven schools and two major research centres and is responsible for servicing the needs of over 5000 students. ECMS is responsible for teaching a wide range of under-and post-graduate programs, as well as conducting research in all disciplines. ECMS has an annual budget of approximately \$140M. ECMS has recently embarked on an ambitious transformation program with the aim of creating an innovative, agile Faculty that is recognised for leadership in education, research and global engagement.</p> <p>Working under broad direction, the Human Resources Manager will partner with the Faculty Executive Director, Academic Leaders within the Faculty and the HR Branch to deliver consistent high quality outcomes in support of academic endeavours.</p> <p>The role will develop and maintain effective working relationships with other Faculty Managers and will actively participate within the HR Managers Community of Practice, to ensure alignment with university-wide HR priorities.</p> <p>Working with a considerable degree of autonomy the role will partner with the HR Branch, leveraging both specialist and generalist support to provide advice and guidance to the Faculty on strategic HR matters, workforce planning, employee relations and performance management.</p> <p>The Faculty Human Resources Manager is responsible for ensuring that all relevant compliance requirements are met and for identifying continuous improvement opportunities that enable a shift towards national and international best practice.</p> <p>The Faculty Human Resources Manager will lead a team of professional staff and will enact plans</p>	

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		to identify required talent, develop capabilities and realise staff potential.
	Significant internal/external relationships	Faculty Executive Dean Heads of School Faculty Executive Director Faculty Services Leadership Team HR Branch AHEIA NTEU
	Special conditions	Out of standard work hours as required Interstate travel as required Reasonable workplace adjustments will be made for people with a disability
	Delegations	Delegations according to the Delegations Table
<p>Key Responsibilities and Outcomes</p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	<p>1 Leadership</p>	<ul style="list-style-type: none"> ▪ Lead a team of HR Coordinators in the delivery of responsive, outcome oriented support across the Faculty for talent identification, recruitment, on-boarding and capability development. ▪ Develop and foster a high performance team culture, model desired behaviours and implement relevant tools and performance frameworks ▪ Partner with Academic Leaders, other Faculty Managers and the HR Branch to ensure that accountabilities are clear and appropriate resources are deployed in response to the Faculty's strategic objectives. ▪ Ensure appropriate Learning and Development practices are in place to support the university's capability development needs and foster the achievement of individual development goals. ▪ Actively engage in the HR Managers Community of Practice convened by the Director, Human Resources.

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	2	Strategy & Planning	<ul style="list-style-type: none"> ▪ Accountable for development of Faculty HR strategy, workforce planning, employee relations and succession planning in partnership the Faculty leaders and aligned with the University's strategic direction. ▪ Partner with the Faculty leaders to articulate appropriate people targets and develop HR initiatives that align and integrate School, Faculty and University plans. ▪ Coordinate input into the development of university-wide HR Strategy, working in collaboration with the HR Branch to ensure the HR needs of the Faculty are well articulated and understood. ▪ Facilitate the development of relevant business plans and business cases for Major Organisational Change, ensuring alignment with the Faculty's strategy and performance objectives. ▪ Act as a trusted advisor to Faculty Leadership, driving improved performance by identifying trends, developing insights, undertaking analysis, and providing metrics on key people matters to enable evidence based Executive decision-making.
	3	Service and Delivery	<ul style="list-style-type: none"> ▪ Ensure high quality, outcome-focused HR support is provided in response to School and Faculty requirements in a timely and accurate manner. ▪ Lead the development of workforce planning and talent management practices for the Faculty and implement initiatives in response to University people targets (Gender equity and ATSI employment outcomes). ▪ Support Heads of School and the Executive Dean through coordination of initiatives to build an inclusive and high performance culture within the Faculty. ▪ Develop people managers' capability in recruitment, performance management, workforce planning, and management of the talent pipeline, by providing relevant training and coaching. ▪ Identify development needs within the Faculty and collaborate with Faculty leadership and the HR Branch to execute plans to meet identified needs. ▪ Coordinate recruitment processes and participate in Senior Appointment selection panels to provide support to the Executive Dean and Heads of School. ▪ Provide a central point of accountability and coordination into the HR Branch to access specialist support including for strategic recruitment and remuneration, case management and capability development. ▪ Collaborate as necessary with the HR Branch to support the process for Major Organisational Change and coordinate responses to complex/critical and or high-risk employee relations matters.
	4	Financial Accountabilities	<ul style="list-style-type: none"> ▪ In conjunction with the Faculty Finance team, analyse and monitor salary spend in Schools and across the Faculty. ▪ Provide advice regarding remuneration strategy to ensure that it structured to most effectively attract, reward and retain staff in line with relevant University policies and frameworks. ▪ Support people leaders to develop awareness and understanding of financial management accountabilities as it relates to staffing, and work with the HR Branch to facilitate the delivery

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			of programs that develop financial management capability and enable leaders to effectively fulfil their responsibilities.
	5	Innovation	<ul style="list-style-type: none"> ▪ Foster a culture of innovation and continuous improvement by actively contributing to the development and review of the University's HR policies, procedures and business systems to ensure they enable highly effective business practices. ▪ As a representative of the Schools and Faculties, enthusiastically participate in HR Branch-led projects to improve University practices. ▪ Maintain awareness of the Higher Education sector nationally and internationally to identify emerging trends, share knowledge and enable a shift towards best practice HR within a University context. ▪ Accelerate the adoption of improved people management practices and leverage the experience from other Faculties and Schools across the University by actively participating in the HR Managers Community of Practice.
Criteria	Capabilities and Behaviours	Leadership	<ul style="list-style-type: none"> ▪ Stimulates and guides deliberate progress towards clear and engaging goals. ▪ The ability to lead, guide and motivate groups of people to deliver results, build teams and encourage risk taking initiative and responsibility. ▪ Holds self and others accountable for performance outcomes and behaviours ▪ Leads team to achieve maximum efficiency and productivity. Possesses the knowledge and understanding of management practices to manage performance, clarify expectations, provide coaching and feedback, reward staff, led by example and identify development needs.
		Achievement	<ul style="list-style-type: none"> ▪ Ability and drive to organise resources and deliver excellent outcomes within deadlines. ▪ Identifies and handles impediments to achieving goals
		Business Acumen	<ul style="list-style-type: none"> ▪ Understands University and external context and applies sound commercial principles planning & decisions within areas of responsibility. ▪ Analyses and understands market trends to makes sound strategic decisions on the investment of time and money to maximise return on investment for the University.
		Strategic Thinking	<ul style="list-style-type: none"> ▪ Maintains a clear sense of strategic direction within the international, national and state contexts ▪ Provides strategic direction within the area or unit in terms of analysis, advice and direction
		Relationship Building	<ul style="list-style-type: none"> ▪ Collaborates with and engages key stakeholders ▪ Fosters good relationships between faculty and schools and faculty and shared services ▪ Builds exceptional relationships with academic and professional contacts ▪ Collaborates across boundaries promoting cohesion
		Communication	<ul style="list-style-type: none"> ▪ Communicates with influence and impact (both verbally and in writing) with the ability to influence others towards a desired way of thinking or course of action. ▪ Works constructively with peers as part of a leadership team ▪ Uses political astuteness to negotiate and reach agreement at a senior level on complex issues.

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	<p>Knowledge and Experience</p>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> ▪ Working knowledge of relevant aspects of contemporary HR practice including legislation and industrial instruments ▪ Demonstrated experience in operating at a strategic HR Manager/Business Partner level in a complex organisation ▪ Proven experience in developing effective workforce and people management plans ▪ Proven experience in coaching senior managers ▪ Extensive experience in leading/facilitating significant business change programs or business transformations ▪ Proven ability to construct and analyse HR data identifying trends and improvement opportunities and measuring the effectiveness of implemented HR strategies. ▪ Demonstrated ability to work collaboratively across areas and communicate effectively, including presenting to a diverse audience <p><i>Desirable:</i></p> <ul style="list-style-type: none"> ▪ Working knowledge of the Higher Education sector in Australia ▪ HR experience within the Higher Education industry
	<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience OR extensive experience and management expertise OR an equivalent combination of relevant experience and/or education or training.
<p>Work Health and Safety Requirements</p>		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's Health Safety and Wellbeing (HSW) 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.
<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.

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<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	