

POSITION DESCRIPTION



Position	People and Culture Business Partner
Level/Classification	HEW0809
Reports to	Partnerships Manager
Unit	Leadership Services and People Strategy
Directorate	People and Culture
Positions Supervised	N/A

Position Purpose

The People & Culture Partner is a key member of the People and Culture office in driving true HR business partnership throughout the University, assessing, and anticipating HR-related needs and acting as a change agent.

This position will provide business focused and strategic HR advice and services that align to PCO plans and organisational objectives. The position will identify and promote new ways of working and empowering approaches to people management in support of delivering on the business and people plan.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.

- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

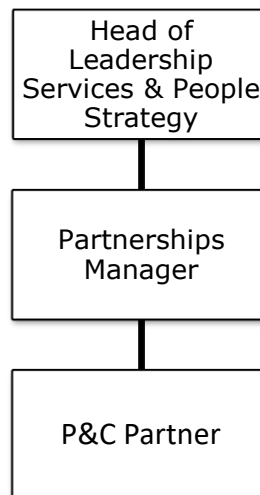
About the Work Area

The People and Culture office is an integral part of the business strategy and decision making process focusing their efforts on strategic and operational programs and services that supports staff and organisational strategic objectives.

We develop partnerships based on trust and integrity to foster excellence, engagement and fairness, as we work to strengthen the University's ability to recruit and retain high quality staff, and develop a culture that encourages and supports academics and professional staff to reach their full potential.

Reporting Relationships

(Use diagram to describe the position's reporting relationships. Please note bullet points or names should not appear.)



Key Responsibilities/Duties

HR Consultancy and Strategic Support

1. Build and foster engagement & a trusted relationship across colleges, Schools and Institutes and professional services leadership teams (including People & Culture Office) – provide advice and solutions at both a strategic and tactical level.
2. Partner with university leaders to identify opportunities for organisational improvement, change management, and culture development. Help design and implement HR initiatives that align with the university's strategic objectives. Assist the People & Culture Partnerships Manager in identifying, developing and implementing key projects that will value add to the organisation.

3. Enables leaders to deal with complex issues affecting the management of staff in the workplace through coaching, by providing accurate advice, and guiding and managing expectations on process and outcome.
4. Provide input to the development and implementation of appropriate policies and procedures for the University's organisational development activities.
5. Collaborate with the Learning and Development team to identify training needs and support the design and delivery of training programs that enhance employee and leadership skills. Assist and advise leaders on workforce planning practices including organisational change management and supporting the leaders in building their workforce of the future.

Business Delivery

1. Ensure all initiatives are managed in accordance with existing governance frameworks.
2. Initiate continuous improvement of HR processes to support the organisation over its next stage of growth.
3. In collaboration with the People & Culture Partnerships Manager work to achieve alignment of practical activities with the desired outcomes as determined at the strategic level.
4. Maintain an awareness of the organisation's competitiveness with respect to Remuneration and Benefits via benchmarking within the marketplace and make recommendations to senior leaders.

Key People Initiatives

1. Working in collaboration with other subject matter experts within the People and Culture team, manage the development, implementation, monitoring, evaluation and reporting of strategic HR programs including performance management, leadership development, learning and development, recruitment and related programs on a consistent basis.
2. In conjunction with People & Culture Partnerships Manager, develop, prepare and manage HR metrics and reporting of the Office to develop insights on people issues that improve results at an organisational level.
3. Encourage and support the area's management team in workforce planning taking into account the changing nature of the business.

Selection Criteria

Essential

1. A tertiary qualification in area of HRM or relevant discipline, along with substantial experience; or an equivalent combination of relevant experience and/or education/training.
2. Significant experience & success in previous HR partnering roles.
3. Experience in interpreting and advising on complex employee relations matters, particularly performance management.
4. In-depth understanding of the legislative and industrial framework that applies to human resources management issues.

5. Record of achievement through innovative, practical initiatives in linking human resource management policies, standards and guidelines to strategic directions and desired outcomes.
 6. Excellent experiential knowledge in resolving Human Resource issues, using well developed problem solving and negotiation skills, whilst maintaining confidentiality.
 7. Ability to maintain composure, balance workload and conflicting priorities, and effectively handles difficult situations.
 8. Significant experience in supporting and advising on organisational change programs
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9. Well-developed interpersonal, consulting, coaching and negotiating skills including the ability to liaise and provide advice to management and staff on a wide range of human resource issues.
 10. A strong commitment to service delivery within a HR setting

Desirable

1. Previous supervisory experience.
2. Previous experience in HR partnership and service delivery in higher education setting.
3. Certified professional membership (or the ability to gain) to the Australian Human Resources Institute.

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening Procedure.
2. Ability to work outside of normal office hours when required.
3. Australian residency or possession of a valid visa with work entitlement in Australia.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.