

Position description

Greater together 

Position title:	Business Partner
Institute/School/Centre/ Directorate/VCO:	People and Culture, Chief Operating Office
Campus:	Mt Helen or Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Sarah Lindsay-Field, Head, Business Partnering Email: s.lindsayfield@federation.edu.au
Recruitment number:	JR101068

Position summary

The Business Partner sits within a team of Business Partners who proactively drive leadership capability across the organisation, by coaching, case management, workshop facilitation and providing contemporary solutions and advice in areas such as change, performance management, job design, team and individual performance. On a day-to-day basis the Business Partner will provide enterprise agreement, policy and procedure interpretation, tactical advice and support to managers with performance matters, working collaboratively with People and Culture Centre's of Expertise on University strategy, portfolio projects, process improvement, design, delivery and facilitation.

Reporting to the Head, Business Partnering, the incumbent will have well developed negotiating and influencing skills, high emotional intelligence, experience in job design, workforce planning, change management and performance management and a passion to support transformational change.

Portfolio

The People and Culture function plays a critical role in fostering a positive and safe work environment aligned to our living values and enabling Federation to deliver on its Vision and Strategy through integrated people solutions. The people and culture function is responsible for all aspects of the employee lifecycle including, health, safety and wellbeing, culture, organisational development, employee engagement, employee relations, talent and change management.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in

the knowledge that they are greater together.

Across our University and TAFE campuses in Ballarat, Berwick, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the University's ambition as expressed in the 2021–2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Work collaboratively with the Head, Business Partnering and Business Partners to provide a responsive, well-regarded customer centric partnering service providing complex advice and support to people leaders across the organisation.
2. Build and maintain strategic partnering relationships with people leaders providing contemporary, legislatively compliant, evidence based, and business driven solutions. Advocate for and drive our organisational culture, vision, values, strategies and plans.
3. Strategically partner with assigned portfolios to co-create a clear people plan to support the delivery of their portfolio/directorate/institute's strategy. Provide data analysis and detailed management reports with informed recommendations to designated client groups using Workday. Undertake research into workforce planning, employment legislation, contemporary people and culture practices to inform practice.
4. Proactively identify employee and team based issues and provide early and tailored coaching, advice and intervention. Support leaders as they navigate complex individual employee or team-related issues.
5. Lead and manage complex workplace and employee relations matters and/or investigations. Ensuring investigations are conducted with integrity, confidentiality, and procedural fairness, while providing strategic advice to leaders and stakeholders throughout the process. Prepare comprehensive reports and recommendations that support informed decision-making and risk mitigation.
6. Coach leaders through change and transformation to deliver on their people plan and strategic plan. Work collaboratively with university leaders to build people management capability to manage organisational change, conflict, job design and employee matters.
7. Actively support recruitment activities in collaboration with client areas, including advising on role design, classification and sourcing strategies and providing coaching and support to hiring managers on recruitment best practices.
8. Provide expert advice and consultancy on organisational restructures, the implementation of change and development and implementation of organisational development initiatives to contribute to the strategic direction of the University.
9. Work in close partnership with the Head, Business Partnering to contribute to the design and implementation of People and Culture and University strategies and plans that continue to ignite our culture, amplify our living values, support workforce and succession design and planning, cultural transformation and capability uplift.
10. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
11. Embed effective risk management practices to ensure continuous service delivery. Participate in training and exercises to remain prepared for potential disruptions.
12. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;

- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OHS) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Business Partner reports to and works under the broad direction of the Head, Business Partnering, with a degree of autonomy. Operating within University policies, procedures and guidelines and working closely with the Head, Employee Relations and other relevant People and Culture leadership members.

The position works independently and collaboratively within a team-based approach while ensuring compliance with relevant processes and guidelines. The Business Partner is responsible for developing and maintaining productive and professional relationships with people leaders and University staff providing expert advice and supporting the achievement of strategic and operational goals.

The Business Partner is responsible for providing authoritative interpretation and application of enterprise agreements, awards, policies and procedures, and legislation to provide advice to clients. The Business Partner will also deliver strategic and operational advice across all campuses, contributing to sustainable workforce practices and organisational effectiveness. The position will exercise advanced problem-solving capabilities and independent judgement in a dynamic and complex environment, analysing a diverse range of complex workplace matters.

The Business Partner will apply sound judgement to identify risks, recommend solutions-focused outcomes, and escalate issues where appropriate. The Business Partner is also expected to proactively identify emerging risks and trends and contribute to the development of strategic responses that support the University's long-term goals.

The Business Partner will manage sensitive and confidential matters with discretion, integrity, and professionalism, ensuring alignment with University values and compliance obligations.

Position and organisational relationships

The Business Partner is responsible for working proactively and collaboratively with People and Culture Centre's of Expertise and the broader Employee Experience team to ensure a streamlined, high quality customer experience. The incumbent will seek to share knowledge and expertise in all interactions with colleagues and work in partnership with Employee Relations to ensure specialised advice, policy compliance and intervention where required.

Partner with specialist teams, Organisational Development, Health and Wellbeing, Employee Experience and Payroll to develop business partnership excellence across Higher Ed, TAFE and corporate functions.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - relevant postgraduate qualification or progress towards a postgraduate qualification and relevant experience; or
 - extensive experience and management expertise; or
 - an equivalent combination of relevant experience and/or education/training.

Experience, knowledge and attributes

2. Extensive experience in interpreting and applying enterprise agreements, policies, procedures, and employment legislation to provide authoritative advice and mitigate risk.
3. Demonstrated success working in a customer centric model providing high-quality, results-focused service delivery excellence both individually and collaboratively with colleagues and partners
4. Demonstrated experience in providing complex advice and support to people leaders with the proven ability to build and maintain strategic, trust-based relationships with people leaders and stakeholders across diverse

organisational contexts.

5. Demonstrated capability in leading organisational change initiatives, including restructures, job design, and workforce planning.
6. Demonstrated experience and success in implementing organisational development strategies that uplift leadership and team capability including the demonstrated ability to coach people leaders, challenging thinking, and driving leadership capability and confidence.
7. Proven ability to manage complex employee and team-based matters, including early intervention, coaching, and resolution strategies.
8. Demonstrated experience in leading workplace investigations into misconduct, bullying, discrimination, and policy breaches, ensuring procedural fairness and confidentiality.
9. A demonstrated understanding and commitment to privacy principles and confidentiality of sensitive information.
10. Demonstrated ability to analyse complex workforce data and trends assisted by a contemporary HRIS (Workday) to generate informed advice, strategic insights, and evidence-based recommendations.
11. Experience working within a large and/or complex organisational structure, Government or Higher Education would be well regarded.
12. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.