



Position Description - People Partner

Position Details

Position Title:	People Partner
College/Portfolio:	Operations
School/Group:	People
Campus Location:	Based at the Melbourne campus, but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 8
Employment Type:	Continuing
Time Fraction:	1.0 (flexible work arrangements will be considered)

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

Operations Portfolio - People Function

The Operations Portfolio enables an integrated, enterprise-wide delivery for best practice student and staff experiences.

The Portfolio incorporates the following business units: Enterprise Project & Business Performance (EPBP), University Communications (UC), Experience, People, Information and Technology Services (ITS), Office of the Chief Operating Officer (OCOO), Property Services Group (PSG), Procurement, and Project Pi (Pi).

The Portfolio houses significant drivers and delivery components across the staff and student journeys and enables the overall experience for both groups. The Portfolio is integral in bringing the RMIT strategy to life, across the globe. Each of these functions supports the global operations of the University both directly as well as through its controlled entities.

The People function is comprised of a team of strategic HR professionals who provide outstanding, client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The People team operate in a manner that supports the RMIT values and achievement of the RMIT Next Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the People team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

Position Summary

This is a critical role that provides professional HR guidance and support across the University. The Business Partner is an active member of the relevant Leadership team and is a trusted advisor to Portfolio people leaders.

In conjunction with the Senior Manager or Associate Director - People Partnering, you will partner with stakeholders to develop solutions and provide advice on the role's key responsibility areas including –

- Cultural Change & Engagement - helping the Portfolio articulate purpose, live the values, support the employee experience, demonstrate culture of care and lead engagement initiatives
- Enabling performance - advising the Portfolio on talent reviews, performance reviews, workforce planning, succession planning, training needs and executive coaching needs
- Organisational Change & Design - advising the Portfolio on people strategy, including team structure (organisational design) and strategic hiring

A key focus of the role is to ensure people leaders are empowered to lead by providing effective coaching and constructive feedback. Taking a big picture perspective, the Business Partner provides the most relevant people solutions and contributes to business success.

Reporting Line

Reports to: Senior Manager, People Partnering or Associate Director - People Partnering

Direct reports: NIL

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Supporting the development and implementation of the Portfolio's people plan
- Coaching people leaders to become more effective at leading, managing and developing their teams, employees and cross-functional relationships
- Building strong and collaborative relationships with senior leaders, as a trusted adviser and source of coaching and support. Helping to drive a focus on performance - moving towards setting clear expectations, continual feedback and coaching throughout the year, and supporting a culture of accountability.
- Collaborating with leaders and employees to create a great employee experience and impact career journeys
- Acting as the agent of change supporting RMIT's complex and multi-layered environment.
- Driving the success of change initiatives through the effective and consistent use of methodology, coaching leaders, engagement with staff, management of stakeholders and delivering actions to mitigate risks
- Supporting portfolio(s) through RMIT people programs (engagement surveys, performance reviews, compensation reviews, talent development, etc.).
- Providing authentic and constructive feedback and play a pivotal role in building trust and connection across the team and the portfolio
- Building strong and collaborative relationships across the People team to ensure the effective delivery of high quality and impactful HR services and/or initiatives.
- Playing a proactive role in driving continuous improvement across the People team by sharing key learnings and outcomes. Mentoring and/or supporting colleagues where needed to promote knowledge and information sharing.
- Interrogating workforce data to generate meaningful insights, and to inform people initiatives / interventions.
- Role model RMIT values and the attributes of a senior leader in line with the RMIT [Leadership Profiles](#).

Key Selection Criteria

1. Experience as a trusted advisor with success in HR partnering supported by knowledge and experience in performance management, talent, staff engagement, workforce planning, culture and change management
2. Proven ability to diagnose, recommend and deliver appropriate strategies and innovative solutions.
3. Solid knowledge of contemporary HR practices and strategies including performance management, remuneration and reward, and organisational change
4. Highly developed interpersonal and communication skills (written and verbal), including the ability to deal sensitively with employees and people leaders, and effectively engage stakeholders
5. Excellent written and verbal communication skills, coupled with strong interpersonal, negotiation, influencing, and presentation skills
6. The ability to analyse and interrogate data to provide meaningful insights and analysis
7. Proven ability to work autonomously with minimal supervision and to prioritise multiple tasks to meet conflicting deadlines
8. Proven ability to maintain confidentiality and build trust to deal with sensitive and difficult situations in a diplomatic manner.

Qualifications

Tertiary qualification in Human Resources, Psychology or a related field supported by relevant senior leadership experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature:	Approved:	Signature:
	Name:		Name:
	Title:		Title:
	Date:		Date:

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Key Selection Criteria

9. Experience as a trusted advisor with success in HR partnering supported by knowledge and experience in performance management, talent, staff engagement, workforce planning, culture and change management
10. Proven ability to diagnose, recommend and deliver appropriate strategies and innovative solutions.
11. Solid knowledge of contemporary HR practices and strategies including performance management, remuneration and reward, and organisational change
12. Highly developed interpersonal and communication skills (written and verbal), including the ability to deal sensitively with employees and people leaders, and effectively engage stakeholders
13. Excellent written and verbal communication skills, coupled with strong interpersonal, negotiation, influencing, and presentation skills
14. The ability to analyse and interrogate data to provide meaningful insights and analysis
15. Proven ability to work autonomously with minimal supervision and to prioritise multiple tasks to meet conflicting deadlines
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