

Position Number: #002

Position Title: Manager, Human Resources

Organisation: University of Melbourne Student Union Incorporated (UMSU)

Division: Office of the Chief Executive Officer

Employment Status: Full Time, Ongoing

Classification Level: PL10

Reports to: Chief Executive Officer, UMSU

Reported to by: HR Intern

Incumbent:

Date Effective: October 2021

Background:

The University of Melbourne Student Union Inc. (UMSU) is an incorporated association and is recognised by the University of Melbourne as the representative body for all students. UMSU is governed by an elected Students' Council and twelve committees elected by and from students. UMSU is responsible for a broad range of student representative, student engagement and student support activities.

UMSU operates under the principles of Student Unionism which are broadly defined as student control of student affairs.

UMSU staff are organised within five Divisions:

- Advocacy & Legal;
- Arts & Culture;
- Communications, Marketing and Events
- Clubs and Volunteering; and
- Office of the Chief Executive Officer

Each Division is supported by a Student Advisory Group that is comprised of elected student representatives and designed to support ongoing collaboration between UMSU staff and elected student representatives. Student Advisory Groups provide feedback and advice from a student perspective to enhance participation in UMSU operated programmes and services.

The UMSU Constitution establishes that UMSU will:

1. advance the welfare and interests of students;

2. represent students of the University within the University and to the community;
3. provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
4. provide an independent framework for student social and political activity;
5. develop, maintain and support student clubs, societies and associational life generally;
6. promote and defend the rights of students to education on the basis of equality, without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political religious or ideological conviction, or national or social origin;
7. oppose violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin;
8. provide a democratic and transparent forum in which students' affairs and interests can be governed in an effective and accountable manner; and
9. To promote free and accessible government-funded education.

In order to support these objectives UMSU staff observe the following values:

Student Led and Focussed

- Be true to our mission of ensuring student control of student affairs.
- Student needs and ambitions remain at the forefront of everything we do, and guide the decisions we make.
- We will continue to foster a sense of ownership amongst students and student representatives, to provide them with opportunities to shape the future direction of UMSU.

Inclusive and Connected

- Ensure that services, events and activities are accessible to, and take into account the needs of all students.
- Offer students the capacity to lead and shape enriching experiences that foster a lifelong connection to their communities.
- Providing opportunities for UMSU to engage with all students in some way.

Effective and Engaged

- Seek to influence, and be adaptive to, any changes in the University as they relate to students
- Development of a clear organisation-wide understanding of how we are perceived by students and to understand their needs and priorities
- Be aware of opportunities for internal collaboration to improve responsiveness and service delivery

Accountable, Transparent and Responsive

- Provide an environment and culture in which everyone feels included, supported and respected
- Maintain a positive and supportive organisational culture that is focused on the wellbeing of staff, student representatives and volunteers
- Communicate openly with student representatives, staff and volunteers to ensure that we are providing for their needs.
- A clear and consistent internal operating model to drive service provision

Divisional Overview

The Office of the Chief Executive Officer (the Division) provides professional and administrative support to the Chief Executive Officer. Within the Division, Human Resources Staff provide

leadership in relation to the development, implementation, and continuous improvement of human resource management across the full employee lifecycle to enable the effective operation of UMSU.

Position Summary:

The Manager, Human Resources (HR) is responsible for the development, and management of the Human Resources function of UMSU, including OHS, and is responsible for delivering outcomes that enable the most effective and efficient management of its staff. Specifically, this position is expected to lead the delivery of HR business services, and to execute HR initiatives that support the full employee lifecycle and the needs of the organisation.

The incumbent will assume ownership and responsibility for the development and review of HR policies and procedures including those that have a broader organisational impact on UMSU volunteers, and elected student representatives. The incumbent will work closely with a variety of UMSU departments to ensure that UMSU Human Resources policies and procedure are relevant, up to date, safe, and aligned with UMSU's objectives.

In addition, the Manager HR will provide strategic advice, operational support, and coaching to UMSU staff and management in relation to people issues.

The incumbent will also assume a key advisory role, providing the Chief Executive Officer with advice in relation to:

- Industrial and Employee Relations, including the development of employee and industrial relations strategies and in involvement in collective bargaining negotiations;
- Policy and Procedure to support HR operations;
- The management of a critical stakeholder relationship with the University Alignment of Human Resource practice with policy and procedure relevant to support the activities of elected student representatives and UMSU Volunteers;
- The development, assessment, and implementation of administrative procedures to support UMSU's Human Resources function;
- Fostering an organisational culture that recognises staff achievement, promotes staff attraction and retention delivers enhanced workforce capabilities, leadership, and culture; and,
- Workforce and succession planning.

The incumbent is accountable for the preparation, monitoring and implementation of UMSU's annual Human Resources Budget.

The incumbent is a member of the UMSU Management Team.

Responsibilities:

Organisational Development & Culture

- Promote a constructive organisational culture, positive employee morale and a safe working environment;
- Oversee the implementation of UMSU's Performance Development System and provide coaching and guidance to managers and supervisors in all aspects of the Performance Development System;
- Make recommendations on training programs to meet organisational, Division and Departmental needs within budgetary and policy guidelines;

- Make recommendations and implement programs to support workforce and succession planning;
- Prepare an annual training calendar to ensure UMSU meets legal and best practice requirements in relation to staff training;
- Oversee the review and redesign of Position Descriptions, work systems, methods, roles, and organisational structure as required.

Advice & Compliance

- Provide prompt and accurate advice on Human Resources and employment issues to the Chief Executive Officer, Divisional Managers and supervisors as required;
- Lead the development and implementation of HR principles, policies, practices, and systems in support of the business strategy and organisational objectives;
- Ensure consistent application of HR policies, procedures, tools, and frameworks across the organisation;
- Implement training to support the implementation of policies and procedures;
- Maintain up-to-date knowledge of legislative requirements, ensuring relevant employees are aware of and observe these obligations;
- Identify issues and trends relevant to Human Resources and employment issues and provide information and advice to the Chief Executive Officer and Divisional Managers;
- Lead and coordinate development and review of UMSU Policy insofar as it relates to staff, employment and the workplace;
- Provide information and advice to staff and supervisors in relation to the implementation of the UMSU Acceptable Conduct Policy and any other UMSU Policy where it relates to staff, employment and the workplace;
- Liaise with University to ensure that all UMSU OHS requirements and responsibilities are met, including appropriate statutory reporting and governance requirements.

Employee Relations

- Participate in the development and negotiation of conditions of employment and other relevant matters;
- Provide advice to the Chief Executive Officer relation to strategic employee relations matters;
- Provide staff and supervisors with advice in relation to processes for the management and resolution of grievances and disputes and in relation to disciplinary proceedings, and strategic advice to supervisors in relation to any discipline or performance management process they have initiated;
- Provide expert advice and support to the Chief Executive Officer and the Divisional Managers in relation to organisational change.

Recruitment and Selection

- In partnership with Divisional Managers and supervisors oversee and monitor selection and recruitment policies and procedures for all UMSU staff;
- Provide advice in relation to recruitment strategy;
- In conjunction with the relevant supervisor coordinate selection panels, and reference checking;
- Prepare contracts and letters of offer;
- In conjunction with the relevant supervisor support new employee induction and probation.

Resource Management

- Prepare and monitor the annual UMSU Human Resources Budget;
- Develop, evaluate and update administrative systems necessary to support UMSU's Human Resources and employment functions.

Health & Safety and Environmental Responsibilities of Staff

General Responsibilities

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: [OHS Roles and Responsibilities](#)

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Employees.

Authority to Act

Executive authority to act is defined in:

- University of Melbourne Statutes and Regulations; and
- Individual position descriptions.

SELECTION CRITERIA

Essential Skills and Qualifications:

- Postgraduate in Human Resource Management or Industrial Relations and extensive experience in a Human Resources leadership role;
- Demonstrated capacity to provide strategic advice in relation to Human Resources and Employee Relations matters;
- Broad knowledge of statutory and award obligations of employers, particularly in relation to employment law and OHS;
- Excellent planning, organisational and analytical skills;
- Demonstrated ability to communicate, verbally and in writing, effectively and empathetically with all levels of staff;
- Demonstrated ability to implement change;

Desirable Skills and Qualifications:

- Previous experience working in a community service or Not for Profit environment;
- Commitment to principles of student unionism.