

Senior HR Partner

Human Resources Department

Administrative Division



the university
for the real world

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Administrative Division

The Administrative Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

About the Human Resources Department

The Human Resources Department enhances the talents of our real world people through effective leadership, expert advice and professional development, while creating a highly engaged workforce by fostering strong organisational culture. The department partners with each area of the university to deliver tailored solutions according to the area's needs.

About the Position

As a Senior HR Partner, you engage, influence and partner with senior leaders in your client group. Your deep understanding of the business strategy enables you to balance the people and commercial landscapes to focus on business outcomes and results. You drive leadership, employee engagement and transformation initiatives that support QUT's business and people strategies.

Providing strategic and tactical support across the employee life-cycle, you facilitate the achievement of the client's objectives by scoping their needs and issues and presenting proactive solutions. You also provide guidance on complex issues, and identify ways to continuously improve their teams' performance and build capability that is aligned to current and future client needs

and service delivery requirements.

Reporting to the Senior Manager, HR Partners for supervision, workload management and for Performance Planning and Review (PPR), you are the conduit between specialised human resource services and your client.

Key responsibilities include:

- Develop and mature a deep understanding of the designated client's business, the context in which it operates and maintain the internal and external operating environment.
- Develop and maintain effective and trusted working relationships with the executive leadership and managers within your designated client group.
- Focus on strategic and tactical solutions for the client group including performance management, talent management, culture, workforce planning, organisational development and succession planning.
- Manage and own the relationship with the client, and broker required services within the Human Resources Department.
- Use information and data to make informed business recommendations, including the identification of opportunities to respond to challenges.
- Build the leadership capability of managers and supervisors by adopting a coaching mindset.
- Initiate proactive early intervention strategies to prevent and minimise workplace disputes.
- Work with leaders to develop and implement strategies to increase Indigenous employment.
- Develop and maintain effective and productive working relationships with Human Resources' colleagues and contribute to department-wide initiatives.
- Implement and communicate whole of Human Resources' strategies with your designated client group.
- Manage and supervise a HR Partner.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- Perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;

- Participate in job rotation or multiskilling in consultation with their supervisor;
- Work across campuses.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Your co-location within the designated client group and the Human Resources Department means your time is shared between the Kelvin Grove and Gardens Point campuses.

Selection Criteria

1. A combination of education, training and/or relevant experience equivalent to postgraduate qualifications in Commerce/Business (HR Management) or a related discipline, and extensive relevant experience.
2. Extensive knowledge of current human resources' principles, best practices, frameworks and trends.
3. Demonstrated ability to develop and maintain effective relationships with leaders to achieve success.
4. Strong business acumen with the ability to interpret and analyse critical people metrics to manage opportunities and risk.
5. Demonstrated ability to effectively manage staff.
6. Excellent communication skills, including the ability to influence and negotiate and adopt a coaching approach.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 9 (HEW9) which has an annual remuneration range of \$133,814 to \$140,187 pa. Which is inclusive of an annual salary range of \$114,040 to \$119,470 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation

(superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.