

POSITION DESCRIPTION

Position Title	P&C Senior Business Partner		
Organisational Unit	The People and Capability Directorate		
Functional Unit	The People and Capability Directorate		
Nominated Supervisor	Chief People Officer		
Classification	HEW 9		
CDF Level	HEW 9 CDF2L	Position Number	10612295
Attendance Type	Full Time	Date reviewed	08-JUL-2024

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

ABOUT THE PEOPLE AND CAPABILITY DIRECTORATE

The People and Capability Directorate delivers employment related services to all staff and supports the strategic objectives of the University. People and Capability delivers the staff (user) employment experience throughout a staff members appointment at the University. This means designing, implementing and management of a comprehensive range of workplace, people, and workforce programs and initiatives. People and Capability is business focused and partners with the organisation to achieve strategic and change outcomes. Effective support and advice to staff is provided through a range of organisational and Human Resources business systems and processes, effective management of employment arrangements, records, timely management of remuneration matters.

ABOUT THE OFFICE OF THE CHIEF PEOPLE OFFICER

The Office of the Chief People Officer provides overall leadership and direction for the People and Capability Directorate and its services across the university.

The Office of the Director is responsible for the management, coordination and implementation of core and strategic HR services and projects aligned to the ACU Strategic Plan.

POSITION PURPOSE

The P&C Senior Business Partner, Office of the CPO (SBP) role models, promotes and actively demonstrate the values and behaviours to deliver organisational outcomes that are aligned to the ACU Mission and Vision.

The SBP is executive leadership team aligned and is analytically oriented and able to think holistically about the strategy of the organisation and the various P&C processes and solutions that will support ACU's goals.

The SBP is an experienced HR generalist with contemporary, broad, deep expertise. The position demonstrates a deep understanding of the desired staff experience across the employment life-cycle and the required end-to-end HR operating and service delivery model to provide it. The SBP applies a comprehensive understanding of the Australian regulatory environment and has the know-how to manage complex, highly sensitive staffing matters. The position applies nuanced relationship management skills, commercial acumen, and a deep understanding of the ACU People Plan, the ACU Vision and the ACU operating environment to appropriately advise and coach ACU leaders and key stakeholders. The position also works collaboratively across the People and Capability team and draws on other specialist input as needed to deliver tactical and strategic solutions across the whole of ACU.

PD_P&C Senior Business Partner

The SBP works in closely with the National Manager, Business Partnering to ensure seamless alignment of a contemporary P&C practice that aligns with and delivers P&C Business Partnering objectives.

This SBP is also responsible for supervising the CPO Executive Officer and through the supervision of that position and management responsibilities for the CPO inbox, identifies and triages emerging and critical issues. The SBP takes exploratory meetings with executive leaders and applies judgment and a high degree of discretion and sensitivity to prepare briefing notes for the CPO to ensure the smooth operation of the Office of the CPO. The position is highly varied with the triaging requirements of a business partner, the scoping, planning and delivery capabilities of a project manager and the relationship management skills to play a key network connector role, ensuring that effective engagement relationships are in place so that the office and the function of P&C is able to respond effectively to various stakeholder requirements and the range of issues that can arise.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Stakeholder relationship management – develops and maintains strong working relationships with key internal and external stakeholders, including senior stakeholders, to build a rapid understanding of their perspectives and key issues. Applies a comprehensive understanding of change management practices and an outcomes focus to influence and negotiate outcomes appropriate to ACU, balancing compliance, governance, risks and opportunities.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Communication and report writing - conducts research across the broad P&C remit and the ACU operating environment to develop succinct, persuasive narratives tailored to the appropriate audience, supported by logically presented, accurate evidence and data that solves complex	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
<p>problems and issues. Outputs will include reports, planning documents, business cases, policies, procedures, and any other communication required by the CPO and P&C Executive that will shape the ability of ACU to deliver its strategies and vision.</p>	
<p>Problem solving and complex case management – applies deep and broad HR and ER subject matter expertise and effectively utilises workforce data and commercial acumen to handle a variety of highly sensitive matters in a time sensitive, respectful, confidential manner that is at all times representative of the standards of the Office of the CPO. Able to prepare, coach and guide senior leaders through critical conversations to resolve matters in a manner appropriate for ACU.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>
<p>Planning and project management – plans and leads or contributes to a range of projects as required by the Office of the CPO. Applies extensive experience in contemporary HR practice and a continuously developing understanding of the ACU operating environment to develop and apply HR related project management frameworks, methods and tools to define problems and understand governance, compliance and end user needs, and to develop plans, design, test and build solutions, or upgrade current ones.</p> <p>Able to continue to develop and refine practice tools and processes. Works effectively either on their own or as part of a team with other subject matter experts to implement and embed scalable or organisation wide solutions that accelerate organisational and leadership capability and deliver user friendly people solutions.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>
<p>Builds culture – models appropriate ways of working focussed on embedding a Mission aligned culture of leadership, respect, trust and accountability, balancing appropriate information sharing with confidentiality, and empowering and enabling others to achieve effective outcomes in all engagements.</p>	<p>The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit</p>
<p>Collaboration and knowledge sharing – openly shares knowledge and lessons learnt as part of a multi-disciplinary team to build technical expertise, ensures in their own practice that all perspectives are heard and considered, and applies a growth mindset to challenge current thinking and practices to deliver outcomes that accelerate capability and services that enable the ACU vision and strategy.</p>	<p>The position mainly contributes to activities; outcomes and goals within their immediate team or work unit</p>

HOW THE ROLE OPERATES

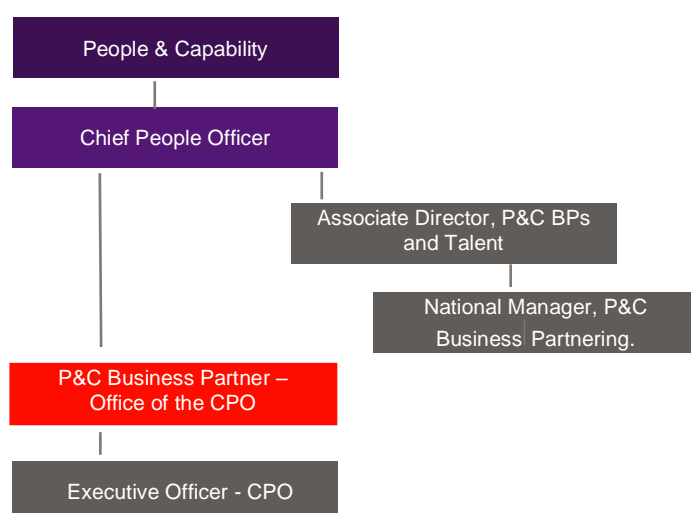
The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic).
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position will need to influence and win the support of others to achieve mutually beneficial outcomes.
The position provides solutions to problems or situations of critical importance to the University or deals difficult or emotional people.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - A relevant degree in HR and significant experience in senior generalist HR roles with exposure to significant ER/IR matters, relationship management and advice provision to the C suite, or an equivalent level of know-how and experience gained through a combination of formal education, training and experience. • Experience - Demonstrated experience in and understanding of the end to end employment lifecycle, HR frameworks, methods and tools and of contemporary staff experience practices. • Experience - A high degree of experience-based judgement and sensitivity to appropriately triage and respond to confidential matters in a strategic and holistically considered manner. • Experience - People management experience with the ability to provide supervision and guidance to an individual or a small team. • Skill - Highly proficient written communication skills, able to develop nuanced, effective documentation including reports, plans, business cases and policies. • Skill - Effective stakeholder engagement, consultation and change management skills with the ability to influence and coach senior leaders to achieve objectives. • Skill - Demonstrated ability to research, analyse and interpret data, identify trends and provide evidence-based decision support. • Experience - Experience working in a complex, matrixed organisation. • Skill - Demonstrated project planning and management skills with the ability to embed effective practices and methodologies with peers, SMEs and to engage stakeholders. • Skill - Analytical, highly data competent with critical thinking and effective problem-solving skills to meet changing demands and tailor organisationally aligned solutions.
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Core Competencies:	<ul style="list-style-type: none"> • Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Coach and develop self and others through setting clear expectations, managing performance and developing required capabilities to establish a culture of learning and improvement. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.

REPORTING RELATIONSHIPS



For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>