Position Description
Senior Business Consultant - HRIS Group Management

Position Title: Senior Business Consultant

Reports To: The CEO (HES)

Authorities: The Senior Business Consultant will have delegations for managing expenditure within the Committee Operating budget for the Human Resources Information Systems (HRIS) Group in consultation with the Group Chair and Executive Committee. Where HES agrees to meet the travel costs of participants from Group Strategic Development Funds (SDF), universities must claim reimbursement using the HES Reimbursement Claim Form.

The Senior Business Consultant is issued with a HES Business MasterCard for the purposes of paying for approved Group activities, venues, catering and in some instances directly booked airline travel and for his/her own travel and business expenses associated with Group activities. All expenses paid using the Business MasterCard, must be accompanied by relevant tax invoices when returned to the HES Office for monthly acquittal.

Relationships:

HRIS Group
The HRIS Group and its business activities form part of HES’ business activity profile. There are formal participation agreements in place in the form of sub-license agreements between HES and participating universities that underpin the collaborating Group arrangements.

The incumbent will work closely with the Chair of HRIS (appointed by the participating universities) and will work collegially with the Group Executive Committee in support of strategic planning and other developments for the Group, in the context of the HRIS Business Plan.

There may be some liaison with the Australian Human Resources Institute, Australian Higher Education Industrial Association, and other professional bodies, in respect to the planning and development of national collaborative projects that aim to improve human resources administration and management in Australian universities.

Ascender – Relationship Management
The incumbent will work closely with the HES CEO, and other key people within HES, in continuing a productive, cooperative and ongoing business relationship with Ascender.

Wider Vendor Engagement
The incumbent will have a sound understanding of the “business of HR” and the ability to identify commercial opportunities that vendors might from time to time propose that could benefit the HRIS group and clearly articulate these opportunities for both HES and the HRIS group.
Financial, Group Budget Planning and Contract Management

The incumbent shall work closely with the HES CEO in determining financial planning and annual budgets for the HRIS Group and in the management of any business contracts with Ascender. It is expected that the incumbent will develop a thorough knowledge of the mutual contract obligations between HES and Ascender and between HES and its sub-licensee universities.

Responsibilities:

HRIS Group Management

The Senior Business Consultant will primarily be responsible for the efficient management of the HRIS Group comprising over 20 universities and its related activities.

It is expected that the incumbent will have a close working relationship with

- The Chair of the Group and the HRIS Executive Committee and
- Universities working collaboratively in the Group

The person will provide advice to the Group on issues relevant to contemporary human resources management practices and how this might impact decisions that individual universities make regarding future technology solutions that are delivered to their people.

A track record of successful vendor relationships, exposure to contract negotiating and the ability to resolve complex issues that can be “sold” to the Group in plain terms will ensure that the Group obtains the maximum possible outcome from its relationship with HES.

A sound understanding of HR business operational practices and process improvement initiatives that are facilitated by the incumbent (and lead by the Group) will ensure the best possible outcome for process improvements to their universities. It will also be important to develop relationships with other collaborative university groups where there are systems and data interface developments that may contribute to improving HR business practices.

The incumbent may use their experience and expertise to initiate and develop an active program of cost recovery plus profit margin workshop programs and collaborative HR process improvement projects that can be made available to all Australian universities.

The person may be required to undertake other responsibilities, in addition to those related to the HRISG, that accord with Company business initiatives. They will also have scope to propose new collaborative ventures including national or regional projects of benefit to the Higher Education Sector, thus providing a compelling reason for universities not already in the HRIS group to join and participate.

Key Result Areas

HRIS Committee Management

- Working closely with the Chair and the Executive Committee, provide guidance and assistance to the Group.
- In conjunction with the HRIS Executive Committee, develop an Annual Business Plan that aligns with Group Executive strategic plans and the aspirations and intentions of the HRIS group.
- Develop professionally formatted Agenda and Notes in accordance with HES standards of presentation.
- Maintain updated documentation for business and strategic plans for the HRIS.
- Schedule Meetings, teleconferences and circulate Agenda papers within agreed timelines (normally ten working days).
- Ensure all Items are actioned within agreed timeframes.
Ensure the proper storage of Committee Papers in the HES Electronic Document Management System (DME) in accordance with proper document management practice as specified in the “HES DME Guide”.

Write quarterly reports on Group business activities for formal reporting to the HES Board.

Promoting HRIS Collaboration and Sharing of Knowledge
- Manage the sharing of knowledge through group email lists and online forums via the HES website.
- Ensure HRIS information on the HES website is current and regularly updated.
- Development of a regular HRIS Group Newsletter for dissemination to Australian universities.
- Making Group and conference presentations from time to time.

Financial Management and Planning
- Development of Budgetary Plans for HRIS, including provisions for new initiatives.
- Management of Group Strategic Development Funds within approved Budgets.
- Develop, monitor and assist in the execution of the HRIS Business Plan in conjunction with the HRIS Executive Committee.

Liaison with Ascender and other Vendors
- Facilitate relationships between Ascender and HES as appropriate through dialogue with HES’ Ascender Account Manager.
- Manage issues relating to vendor support, for example, escalation of issues (CSR’s) with Ascender.
- Manage the relationship with any other vendors engaged by HES from time to time to the benefit of the Group.

National Collaborative Projects/Initiatives
From time to time HES initiates national collaborative projects with the assistance of government funding or funding from contributing universities. There is scope within this position for the Senior Business Consultant to develop and progress new initiatives and business opportunities for HES in response to changes in government policies, sector-wide requirements and emerging trends in human capital management. While there is no obligation on the Senior Business Consultant to be primarily responsible for such new business initiatives, there is scope for a creative person to propose and be involved with new lines of HES business.

Selection Criteria

Essential
This is a role for a person with initiative, high level communication and proven negotiation skills, sound judgment, an understanding of university HR policy, contemporary HR management principles and practices, and project management skills. They must be self-reliant and capable of working within a small team with minimum supervision. We expect the person to be capable of thought leadership and possess the ability to bring others along with these aspirations – the ability challenge what the university workforce of the future might look like and how technology solutions might address these aspirations.

An understanding of HR systems terminology and technologies, project scoping and reporting is also required. The person must have experience interpreting and negotiating contracts, development of business plans and will be expected to have a thorough understanding of the professionalism required to operate in a commercial-in-confidence environment.

Required:
- Excellent interpersonal skills and measured, sound judgment
- Proven initiative in workplace practices requiring minimal direction;
- Proven Committee Management experience;
- Excellent organisational skills with demonstrated efficient outcomes;
- Competency with the Microsoft Office Suite and in particular Excel;
- Proven experience in nurturing and managing relationships with key personnel in previous roles.
- Excellent communication skills;
- Capacity to perform compelling presentations to the Groups as required;
- Sound financial management and budget development experience;
- Demonstrated ability to understand contractual arrangements;
- A Degree Qualification or equivalent or substantial relevant work experience.

Desirable:
- A background working in an Ascender (formerly Alesco) university;
- A background in higher education policy and committee management;
- Broad knowledge/familiarity with business processes in universities.

Conditions of Employment:
Conditions of employment are based on the Universities Australia Conditions of Service June 2010. Employer contributions are made to UniSuper at a 17% Employer contribution rate.

For more information about this exciting opportunity please refer to the HES web site at www.hes.edu.au or contact Mr Vince Lendrum, HES CEO on 0432 576 997 or by email Vince@hes.edu.au.