

## HR Shared Services Manager

### Navitas

### Sydney; full-time permanent

*Navitas is a diversified global education provider that offers an extensive range of educational services for students and professionals including university programs, English language training and settlement services, creative media education, workforce education and student recruitment.*

Navitas is currently seeking to appoint a HR Shared Services Manager to join our team based in Sydney CBD. This role is responsible for leading the HR Shared Services team of 10 in delivering and providing a wide range of HR services to the Navitas Group.

#### **Essential skills and experience**

- Relevant HR or tertiary qualifications
- Minimum of 2 years in HR Manager role managing direct reports
- Experience working as a HR Business Partner
- Exceptional communication skills (written, verbal)
- Exceptional coaching and mentoring skills
- Exceptional Customer service focus
- Ability to prioritise completing tasks for completion on time
- Ability to build effective relationships with key stakeholders
- Ability to work successfully both autonomously and as part of a team environment
- Well-developed administration and organisational skills
- Commitment to quality assurance
- Positive and enthusiastic attitude

#### **What we offer**

An attractive remuneration package will be negotiated with the successful candidate. The Navitas Group offers outstanding long-term career opportunities within Australia and abroad, and is values driven and an equal opportunity employer.

Enquiries and applications, including a cover letter and resume, should be sent via Seek.

**Applications close on 21 July 2017.**

Successful applicants require working rights in Australia and will be subject to relevant pre-employment checks, which may include a National Police Check and/or a Working with Children Check.

## Position Description

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**Title:** HR Shared Services Manager

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**Division:** Human Resources

**Reports to:** Head of HR Services

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### 1. Overview and Objectives of the Position:

This role provides a best practice strategic and transactional HR Shared Service (HRSS) function to Navitas' businesses in Australasia. The key purpose of the role is to develop, implement and maintain operational effectiveness across HR Shared Services supporting all facets of HR for Australasian business units.

This is done through driving and leveraging the capability of our HR strategic partners, leading process improvement initiatives, input in the design and development of HRIS and managing operational issues/risks.

The role will be responsible for overseeing the HR transaction and advisory function as part of HR Shared Services, project coordination and management of the HRSS team while facilitating efficient operations and customer service to meet the business needs.

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### 2. Key Relationships:

- i. Head of HR Services
  - ii. HR Leadership Team
  - iii. HR Business Partners
  - iv. HR Shared Services and Payroll team
  - v. Group Payroll Manager
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### 3. Key Result Areas:

#### HR Advisory Services

- i. Employment
  - a. Policies advisory
- ii. Recruitment;
  - a. Contract/employment offer generation
  - b. Onboarding
- iii. ER advisory/Case Management
- iv. Wellness, Occupational Health & Safety
- v. Learning & Development
- vi. Training coordination/administration
- vii. Remuneration/reward
  - a. Salary review coordination

b. Health benefits/pensions data support

**Client service support and advice**

- i. Provide support to HR Shared Services team to ensure first time right advice.
- ii. Provide support to HR Shared Services team to ensure the customer is at the heart of everything they do.
- i. Provide support to the HR Leadership Team with the implementation of HR initiatives and programs.
- ii. Provide basic industrial/employee relations advice.

**HR services projects**

- i. Support HR services projects and contribute to the roll out of projects as and when assigned.

**HR systems and reporting**

- i. Update HR data on the HRIS (including any peripheral HR applications).
- ii. Develop key reporting metrics for HR Shared Services.
- iii. Develop monthly reporting of HR Shared Services activities.
- iv. Coordinate HR benchmarking activities, collate data and run relevant reports from the HRIS.
- v. Create reporting templates, consolidate and compile reporting from multiple sources.

**HR policy**

- i. Guide HR Shared Services team in the development of HR policies.
- ii. Maintain HR policies as relevant.

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**4. Qualifications and Selection Criteria**

**Essential:**

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