

## Director, Workforce Planning and Partnering

**Classification: Senior Staff**

**Role purpose:** **Provide strategic leadership for workforce planning, people partnering and data insights to translate business objectives into actionable people plans and initiatives within each Portfolio.**

### Role responsibilities

This role reporting line is to the Deputy Vice Chancellor - People and Culture and is responsible for:

#### Strategy:

- Developing and implementing a workforce planning model and framework that addresses short, medium and long-term strategic objectives, with robust monitoring mechanisms to track progress and adapt to evolving needs.
- Leading the design of an innovative and forward-looking people resourcing strategy that enhances workforce capability, fosters engagement and drives organisational performance.
- Contributing to shaping the People Strategy by supporting stakeholder engagement, ensuring resources are aligned, strategic objectives are achievable, and the strategy is responsive to workforce needs.

#### Leadership:

- Leading a team of workforce planning specialists to facilitate the design and implementation of tailored people plans that align with the University's strategic objectives.
- Proactively leading the establishment of a cohesive identity and culture for the function and its teams, leveraging the rich histories and strengths of the foundation universities during the implementation and transition phases.
- Actively implementing initiatives to develop the skills and experience of employee within the function, using training programs and on-the-job learning that incorporate industry best practices.
- Creating a safe and healthy workplace for employees; establishing and championing practices that will enhance employee wellbeing and increase employee engagement.
- Establishing clear performance standards and expectations, providing regular feedback to build employee skills and knowledge, and recognising their achievements and contributions.

## Operations and Delivery:

- Overseeing the development and delivery of workforce planning and partnering services, ensuring the development of cross-functional ways of working, in conjunction with People and Culture colleagues, to deliver an integrated, seamless approach to the service offering.
- Overseeing the development and delivery of workforce planning and insights services, driving a data-informed approach that empowers people practices and strategic decision-making across the University.
- Continuously evaluating and optimising the operating model, ensuring the establishment of exemplar support to executive leaders, and a partnering framework that aligns with the University's strategic needs.
- Overseeing the management and utilisation of technology within the team, ensuring systems are effectively utilised, integrated and continuously improved to enhance service experience, compliance and efficiency.

## Stakeholder Engagement:

- Regularly engaging with executives across the University to assess service effectiveness and ensure alignment with strategic priorities to position the team to deliver high impact outcomes.
- Proactively collaborating with key support functions (e.g., Finance) to deliver aligned and effective services to the executive team, enhancing client service delivery and achieving improved outcomes.

## Governance:

- Ensuring that all practices under the responsibility of the Director reflect the University's commitment to equity, diversity, and inclusion and address the needs of underrepresented groups.

These responsibilities may evolve to support your development, along with the dynamic needs of the role and Adelaide University.

## Key deliverables

- **People Leadership** - Foster a high-performance, collaborative culture aligned with Adelaide University's values, promoting continuous improvement, customer service, and professional development for employees.
- **Workforce Planning Framework** - Lead the development, implementation, and oversight of the University's workforce planning framework, ensuring alignment with organisational objectives and industry best practices.
- **Workforce Planning and Partnering Service Model** – Develop and implement a functional service model, with identified key performance indicators and service metrics.
- **Operational Delivery and Assurance** - Deliver strategic, value-driven advice and solutions to senior executives, enabling business objectives through effective people strategies.

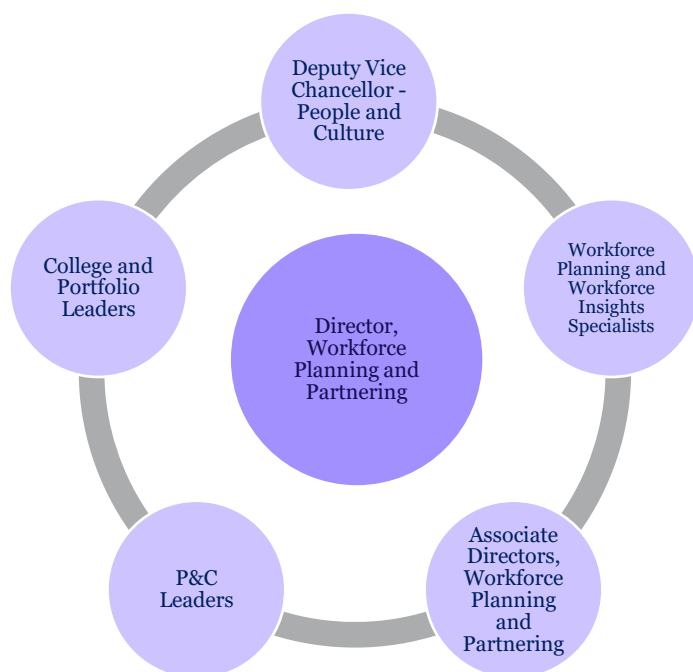
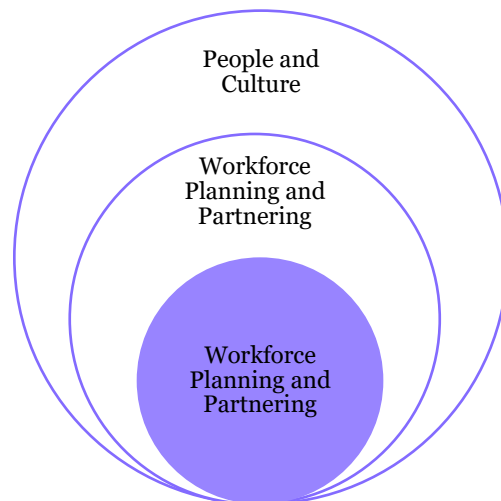
## Scope of decision making

This role is responsible for high-level strategy and operational oversight across broad institutional segments, making decisions that shape overall policies, drive cross-functional integration, and ensure that resource allocation and performance standards support the university's strategic vision.

## Role context

This role forms part of Workforce Planning and Partnering team of 5 to 15 within the Workforce Planning and Partnering Function and is aligned to the People and Culture Portfolio within the University.

This role will lead up to 8 direct reports.



Culture Leaders; College and Portfolio Leaders; and the Performance, Data and Insights team within the Corporate Portfolio.

## Key relationships

- Role guidance, professional development and coaching is provided by your people leader, Deputy Vice Chancellor - People and Culture.
- This role will work most closely with Deputy Vice Chancellor - People and Culture; Workforce Planning and Workforce Insights Specialists; Associate Directors, Workforce Planning and Partnering, the People Data and Systems team; People and

## Qualifications

At Adelaide University we enable and celebrate lifelong learning. This role requires postgraduate qualifications in a relevant discipline, or an equivalent combination of executive leadership experience, training, and development.

## Special requirements

- N/A

## Experience

- Proven ability to build and lead a high-performing, strategic partnering team that is closely aligned with organisational goals, fosters strong connections with stakeholders, and delivers measurable outcomes.
- Demonstrated experience in designing work practices, ways of working, and organisational frameworks to optimise service delivery within a partnering and/or Centre of Excellence model.
- Proven expertise in the development and implementation of best practice people and culture initiatives, including workforce planning, workforce design and data insights.
- Demonstrated expertise in developing and executing strategic plans, with a track record of securing stakeholder buy-in, ensuring alignment with organisational goals and the successful delivery of outcomes.
- Skilled in building a safe and inclusive work environment, ensuring compliance with legislation and University policies and procedures.
- A commitment to live by and uphold Adelaide University's values.

## Core Capabilities

Capability	Proficiency
<b>Collaborative Impact</b>	Expert
<b>Digital and Data Fluency</b>	Advanced
<b>Experience Design</b>	Expert
<b>Future Focus</b>	Expert
<b>Stewardship</b>	Expert

*More information about the core capabilities can be found at the Adelaide University intranet.*

## Our core values

Our values create a shared purpose and understanding of who we are, what we stand for, and how we act. Our values guide us every day as we pursue our strategic ambition. Each value has been brought to life through a description that has been co-created with our people that will guide our behaviour and interactions with each other, our students, and our partners.



### Trust

We are authentic in our interactions and act with integrity and reliability.



### Inclusivity

We embrace the uniqueness of each member of our community.



### Ambition

Together, we are bold and energetic in our pursuit of excellence



### Respect

We listen and learn through respectful dialogue and debate



### Discovery

We move beyond boundaries with curiosity and innovation.