REALISING STRATEGY THROUGH HIGH PERFORMING PEOPLE

human resources five-year plan 2011–2015

Aligning with the new 2015 RMIT Strategic Plan ‘Transforming the Future’, Realising Strategy Through High Performing People is about achieving sustained organisational performance through the development of a capable workforce that will deliver RMIT’s vision. The HR Plan provides a vision for seven HR practices that support our goals embedded in the services that we provide to staff.

2011 action plan

HUMAN RESOURCES FIVE-YEAR PLAN 2011–2015

HR LEVER 1
• Recruitment
• Employee value proposition and employer brand project
• PageUp recruitment system fully implemented
• Recruitment and selection training for all panel members
• Indigenous recruitment projects and Early Career Development Fellowship program

HR LEVER 2
• Payroll services and HR systems
• SAP upgrade
• A self-service kiosk providing current and accurate staff data
• Enhancing HR systems and processes including increased electronic and online functionality
• Enhancements to casual payroll processes

HR LEVER 3
• Performance culture
• Code of Conduct and other tools and resources to promote RMIT’s values and ways of working to managers and staff
• Launch of MyPerformance MyCareer
• Training offered to all staff and managers to improve the performance workplan experience, process and systems

HR LEVER 4
• Reward and recognition
• Review and research recognition programs for Professional staff
• Remuneration policies and schemes evaluated and reviewed
• Improve completion rates of workplans

HR LEVER 5
• Leadership and people development
• Launch leadRMIT web resources and programs
• Launch developME
• Roll-out of Hay Group feedback tools - Inventory of Leadership Styles and Emotional Competence Inventory to Senior Leadership Groups
• Early intervention for Work Cover related cases

HR LEVER 6
• Health safety and wellbeing
• Staff participate in proactive health checks and wellness programs
• Flu vaccinations for all staff
• Health checks for all staff
• Relaunch Employee Assistance Program

HR LEVER 7
• Workforce design
• Programs are in place to attract and retain staff in key research positions
• Develop a practitioner model
• Position descriptions reviewed – development of new template and database of position descriptions that are easily accessible

RMIT’s STRATEGIC GOALS

SEVEN HR LEVERS

Ensuring that students and staff work in facilities and with systems that exemplify excellence in technology and design

Payroll Services and HR Systems
HR systems and services will be efficient, cost effective, integrated and end-user enabled. HR systems will be easy to use and provide accurate and timely information to enable effective decision making.

Supporting effective engagement and collaboration with industry and integration with the cities in which we are located

Recruitment
Through its excellent global reputation, RMIT will be a ‘magnet’ for highly talented staff. We will have strong staff capability through effective, proactive and efficient recruitment.

Health, safety and wellbeing
RMIT will be recognised as a sector leader for our effective health, safety and wellbeing strategies

Fostering commitment to fairness, openness and creativity through embracing diverse cultures and different ways of working among staff

Leadership and people development
RMIT will be recognised as a sector leader for developing the skills of our people and developing great leaders.

Workforce design
RMIT will have flexible organisational structures, clear job design and accountabilities, and develop strong succession and career pathways. Managers use workforce intelligence to enhance long term planning.

Encouraging and rewarding excellence in staff performance aligned to our strategic goals

Performance culture
As a place to work, RMIT will be a high-performance environment – driven by accountability, results and rewards.

Reward and recognition
RMIT’s recognition and reward initiatives will attract and retain high performing people.
Human Resources has an important role in ensuring all people related activities are managed professionally, effectively and efficiently. The HR Plan is designed to continually improve and consolidate the service of all HR functions: Recruitment, HR Consultancy, Health and Safety, Organisational Development, Payroll Services and HR Systems.

General HR enquires can be directed to: human.resources@rmit.edu.au

Pay and employee benefits related enquires can be directed to: payroll.services@rmit.edu.au

Human Resources reception: 03 9925 0600

### RECRUITMENT

- Recruitment advice and guidance to hiring managers
- Provide end-to-end recruitment support, including advertising, shortlisting, interviewing, reference checking and negotiating employment offers
- Generate new employment contracts
- Arrange pre-employment induction and sign on paperwork
- Support for immigration and visa applicants for new hires
- Aboriginal and Torres Strait Islander recruitment

### HR CONSULTING

- Human resources advice focussed on managing change, policy and procedural advice, talent management, performance and workplace relations
- Change management advice and guidance including restructures and application of workplace agreements
- Facilitate workforce planning
- Manage risks and the occupational health and safety framework
- Provide targeted wellbeing initiatives to improve the University’s staff health profile
- Manage the staff diversity, equal employment opportunity and inclusion strategy

### ORGANISATIONAL DEVELOPMENT

- Provide leadership and management development programs
- Provide organisational capability advice on cultural change
- Design and communicate professional development opportunities for organisational, team and individual learning
- Develop effective policies to govern all facets of employment within RMIT
- Contribute to the development of RMIT’s performance culture by supporting managers and staff through the workplanning processes
- Measure and improve staff engagement and satisfaction
- Induct new staff

### PAYROLL SERVICES & HR SYSTEMS

- Responsible for the human resource and payroll processes for all staff
- General staff benefit enquiries
- Manage HR reporting
- Develop, co-ordinate and implement remuneration and benefits
- Job evaluation and classifications