



HR Briefing Newsletter

October 2009

Leadership in Action 2010

Leadership in Action is designed to increase the capability of senior leaders specifically in the areas of managing people and strategic thinking. This initiative has been endorsed by the Vice-Chancellor as part of an overall [Leadership & Management Development Approach](#) that has been designed to facilitate the development of Monash leaders and support the University's vision, strategic and performance objectives. The aims of the program are to:

- build individual leadership capability to support the University's research, teaching, international and engagement agenda
 - provide a range of practical tools and frameworks to support ongoing development and build a positive healthy performance based culture
 - allow participants the opportunity to build a leadership network with colleagues from across the University
 - explore strategies to resolve critical leadership dilemmas
 - enable leaders to take time out to reflect on their leadership contribution
- The program targets current and aspiring Monash leaders (Academic Level D and above and HEW10 and above or those who manage five or more staff or have significant financial responsibilities). Participation requires the following commitment:

- Pre-reading
- Completion of a 360 degree feedback questionnaire
- Module 1 - 3 day residential at Balgownie Estate Winery in Yarra Glen
- Completion of an action learning project, one-on-one coaching & completion of a leadership impact survey
- Module 2 - 1 day at Monash Clayton Campus - STRIP meeting room, G19, Building 75.
- Completion of a personal action plan

Dates for 2010:

Program 1: 17-19 February (residential) and 26 March

Program 2: 19-21 March (residential) and 2 July

Program 3: 21-23 September (residential) and 5 November

The registration fee for Leadership in Action is \$2,300 per person. The University provides a 50% subsidy for participation. Cancellation fees also apply.

For further information go to:

<http://www.adm.monash.edu.au/human-resources/leadership-development/leadership-in-action.html>

New Leadership Resources

A series of guides have been developed to assist managers and staff work through some common problem areas around conflict, change and team building. These guides were developed in consultation with a range of stakeholders from across the University and have targeted areas identified as requiring development from the Staff Attitude Survey as well as anecdotal feedback from managers and staff.

"Guide to Managing Conflict: Positive steps for managing and promoting a healthy workplace culture" – this guide has been developed to support managers and staff to identify and manage conflict effectively with the aim of improving outcomes for all parties. The focus of the Guide is on early intervention techniques, but also provides a framework to help individuals recognise when they need to seek additional advice and support (ie. clear breaches of policy - sexual harassment, unlawful discrimination etc). This Guide can be viewed online at: <http://www.adm.monash.edu.au/human-resources/leadership-development/managing-conflict.html>

"Guide to Managing Change" - this guide has been developed to support staff prepare for and implement change initiatives as well as being relevant for anyone involved in change who wants to understand the change process in more detail. This guide provides practical knowledge and strategies to enable you to lead and manage your change effectively. This Guide can be viewed online at: <http://www.adm.monash.edu.au/human-resources/leadership-development/managing-change.html>.

"Guide to Managing & Optimising Team Performance" – This Guide has been developed for staff who lead teams and wish to develop a high performance culture. The guide will also be valuable for staff wanting to learn more about team functioning and how to manage team dysfunction. This Guide can be viewed online at: <http://www.adm.monash.edu.au/human-resources/leadership-development/team-performance.html>



Enterprise Bargaining – Academic and Professional Staff

As announced by global email, the University and the NTEU have concluded negotiations for a new enterprise agreement covering academic and professional staff, the Monash University Enterprise Agreement (Academic and Professional Staff) 2009.

The Agreement provides for key changes, in particular regarding:

- Salaries and superannuation;
- Leave, including annual leave and parental leave;
- Casual/sessional and fixed-term employment; and
- Change consultation and dispute/grievance resolution procedures.

Further information regarding the provisions of the Agreement is available at <http://www.adm.monash.edu.au/enterprise-bargaining/>

After the NTEU National Executive confirms its endorsement, the Agreement will be released to staff for an explanation of the terms of the Agreement prior to a staff vote. Assuming that the staff vote approves the Agreement, it will then be submitted to Fair Work Australia for approval prior to commencement. Pending the approval of Fair Work Australia, the Human Resources Division will continue with its preparations in advance of the Agreement's implementation.

Students as Staff - a quick resource for great casual staff

Employment and Career Development, in conjunction with the Deputy Vice Chancellor (Education) have created the Students as Staff Project in an effort to increase the number of students who have access to work where Monash is the employer. Retention research shows that there is a positive relationship between this type of university based activity and course completion. The project will contribute to a high quality campus experience and position the university as a community which seeks to employ its own students wherever possible.

One aspect of this project is the creation of a pilot pool of student casuals. Areas of the university who have casual work available simply need to input their requirements and we will find the closest matches for you in terms of experience and availability. This service to the university is both free and quick to ensure we give our students the best possible chance for employment on campus.

Please visit <http://careers.monash.edu.au/faculties/> or contact Tracie Cox on 9905 1029 or at tracie.cox@adm.monash.edu.au.

Monash University Staff Recruitment Symposium – Clayton

All staff are warmly invited to attend the Monash University Staff Recruitment Symposium.

Come and see a demonstration of the exciting upcoming e-Recruitment system, hear from expert speakers on best practice recruitment and innovative recruitment techniques, and actively discuss how we can attract the best and brightest staff to Monash.

Proudly sponsored by the Human Resources Division as part of the Transforming Recruitment at Monash (TR@M) project.

The Staff Recruitment Symposium is free of charge to all Monash University staff. Registration is essential.

Event Details

Time: 9:00 am to 2:00 pm

Date: Thursday 19 November 2009

Venue: Monash University, Clayton Campus, Lecture Theatre South 1, Building 64

Registrations Close: Thursday 12 November 2009

Full program overview and attendee registration via the TR@M website:

<http://www.adm.monash.edu.au/human-resources/transforming-recruitment/>

University Holidays 2009/2010

Christmas Closedown Dates

Wednesday, 23 December 2009 (academic/general staff only)

Thursday, 24 December 2009

Friday, 25 December 2009

Monday, 28 December 2009

Tuesday, 29 December 2009

Wednesday, 30 December 2009

Thursday, 31 December 2009

Friday, 1st January 2010

Immigration Information Sheets

Information sheets regarding the process changes for the following visa types:

419 Visiting Academic

443 Occupational Trainee

413 Exchange

460 Temporary (Business Long Stay)

will be available on the HR Website under 'Latest News'