



Position Description

Position Title: Faculty Relations Manager

Reports To: Chief Business Officer

Employment Type: Full-time

Position Summary

The Faculty Relations Manager is responsible for leading and managing the HR relationship between academic staff and the University. The role provides specialist advice on academic HR and employee relations matters, oversees faculty workforce processes, and ensures the consistent application of policies, employment agreements, and academic performance frameworks. The Faculty Relations Manager works closely with professional and academic leaders to support a positive, fair, and productive academic work environment that enables excellence in teaching, research, and engagement.

Accountabilities

- Serve as the primary HR contact for academic staff and faculty leadership on all employment-related matters, providing timely and accurate advice and escalation where required.
- Provide advice and guidance on academic workloads, contracts, appointments, career pathways, and performance expectations, ensuring alignment with University policy and academic frameworks
- Partner with Deans and academic managers to address workplace concerns, staff engagement, and academic development initiatives, fostering a constructive and solutions focused culture
- Manage complex academic staff relations matters, including grievances, conflict resolution, performance concerns, misconduct, and investigations, ensuring procedurally fair and timely outcomes
- Interpret and apply enterprise agreements, University policies and academic frameworks.
- Work collaboratively with unions, staff associations, and other stakeholders to support effective consultation, issue resolution and organisational change.
- Support faculty workforce planning aligned to teaching, research, and strategic priorities, including forecasting staffing needs, advising on classifications, contract

types and succession planning, and guiding managers on sessional/adjunct staffing, workload allocation and job design.

- Oversee academic recruitment and appointment processes, ensuring adherence to recruitment policies, committee procedures and academic appointment guidelines, and delivering transparent, timely and high-quality outcomes.
- Support academic promotion cycles, probation reviews, tenure/confirmation processes, and performance development reviews, providing clear guidance and ensuring consistent application of frameworks.
- Ensure compliance with employment legislation, visa requirements (where relevant), University policies, and academic HR frameworks, and contribute to the development, review and communication of policies relating to academic employment and performance.
- Monitor HR related risks within the faculty and recommend improvements to academic HR practices, systems and processes.
- Support initiatives that improve faculty engagement, wellbeing, diversity, inclusion and belonging.
- Assist with change management activities relating to restructures, new academic programs, and organisational changes.
- Promote strong communication and collaboration between HR and academic leadership teams to ensure a consistent approach to academic workforce matters

Skill & Experience

- Bachelor's degree in Human Resources, Business, Law, Education Administration, or related discipline (required).
- Postgraduate qualification in HR, Industrial Relations, or Organisational Development (desirable).
- 5+ years of HR, workplace relations, or academic administration experience.
- Experience working within the University sector or a complex public-sector environment (highly desirable).
- Proven experience managing employee relations matters, case management, and academic HR processes from initial issue identification through to resolution
- Strong understanding of academic workforce structures, enterprise agreements, and HR policy frameworks.
- Excellent interpersonal, negotiation, and conflict-resolution skills.
- High emotional intelligence and the ability to navigate complex faculty environments.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.

- Ability to build strong relationships with academic leaders and staff at all levels.
- Commitment to confidentiality, integrity, professionalism and ethical practice.

Key relationships

- Chief Business Officer – for strategic direction, performance oversight and reporting.
- Academic Staff – for advice and consultation.
- Professional Staff – including student services, admissions, and learning support for student experience and academic administration.
- Industry and External Partners – for collaborative projects, guest lectures, and student engagement.
- Regulatory Bodies – including UGC and accreditation agencies for compliance and quality assurance.