**MGSM HUMAN RESOURCES AND PAYROLL REVIEW 2011**

**TERMS OF REFERENCE**

1. To what degree should MGSM’s Human Resources strategy align with Macquarie University’s HR strategy?
2. Assess the present and future HR and Payroll –
   1. staffing structure,
   2. staff skill set,
   3. salary structure and
   4. workload distribution

in light of current and predicted future resource constraints.

1. What is the level of MGSM’s current capability to undertake HR/ Payroll development (development of HR/ Payroll systems and services and organisational development) whilst continuing to provide a high level of day to day service, bearing in mind MGSM’s requirements as an autonomous entity?
2. Are there opportunities for MGSM to use further parts of MU central services / other MU Controlled Entities services and for MU / MU Controlled Entities to use MGSM expertise?
3. Should outside specialists be used to undertake development work?
4. Are there opportunities for outsourcing all or part of the current activities?