

Position Title: People & Culture Business Partner

Reports to: P&C Manager

Direct Reports: -

Department: P&C

Location: Footscray (Hybrid)

Organisational Background:

Annecto's origins trace back to over seven decades ago when in the 1950s, a handful of young families met regularly to connect, learn and play together. They all lived in the cluster of suburbs separated from the city by the Maribyrnong River. As new parents, they were excited to raise their children in the community they called home. They realized, too, that this was not an easy path for their children with disabilities. At the time, it was common for people with physical, developmental or mental disabilities to live in state-run institutions. The families who gathered saw this situation – where children just like their own would stay on the fringes of society – and knew that there had to be a better option for their kids, and that they had the responsibility to find it. This perseverance shaped the origins of Annecto. Through the 1990s, that vision expanded to recognise that, in much the same way people with disabilities had been isolated from the mainstream in earlier decades, older people faced the same issue and were often placed in care homes. Fast forward to 2022, and Annecto has grown beyond anything the founding families could have imagined. Despite changes to government funding, emerging technologies, social shifts, and even a pandemic, Annecto is a leading provider of disability and aged care services across Victoria, New South Wales, Australian Capital Territory and Queensland with exceptional support of over 1000 staff members. Just as in the early days of Annecto, community is at the heart of what we do. Find out more about us on www.annecto.org.au

Our vision

A society where everyone has the opportunity to live with equality and purpose.

Our purpose

Connecting individuals and communities to realise an inclusive society.

Value proposition

Annecto works alongside you to stay connected to what's important and live the life you want.

Our principles

The principles we believe in and live by:



Humanity – Every story matters
Every story matters, we will listen and work with you to celebrate your choices.



Interdependency – You and community
We will work collaboratively with you and your community.



Authenticity – Say it do it
We will show up for you. When we say we'll do something, we do it.



Emergence – Find a way
We walk alongside you, helping you find a way to live your life, no matter how you grow.



Annecto acknowledges the Aboriginal custodians of the land our office is located on and pays respect to Elders past and present. We acknowledge their traditions, cultures, and ongoing connections to country of both land and waters.

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Registration No A0037563T | ABN 69 045 491 808



Position Characteristics:

The purpose of the role is to realise Annecto's purpose within corporate functions through delivering on strategic plan. The position of P&C Business Partner exists to provide strategic and operational human resources services to the business unit across employee lifecycle stages.

Position Deliverables:

- Ensure management of entire suite of HR services for specified departments and functions.
- Collaborate with departmental management and Corporate People & Culture team to develop localised workforce strategy and lead implementation.
- Ensure departments and functions are appropriately resourced as per workforce plan and partner closely with hiring managers to ensure selection of high quality candidates. .
- Update HRIS and other HR systems on a regular basis to ensure compliance and data accuracy.
- Advise business unit management and staff on interpreting industrial awards, EBAs and HR policies and processes.
- In conjunction with Workplace Relations team, support business unit management team with management of workplace issues.
- Partner closely with Corporate People & Culture team to provide feedback on staff related policies, procedures, processes, practices and systems for continual improvement.
- Partner closely with OD & Engagement team to implement strategies to develop workforce capability, implement performance management systems, develop career & succession plans and improve engagement and retention.
- Collaborate with L&D team to ensure all staff training is consistently delivered and documented within LMS.
- Act as a role model for annecto principles and practice framework.

Position Success Criteria:

- Ensure all business units are optimally resourced as per budget and workforce plan.
- 100% compliance on staff related records management in ISO, NDIS and Aged Care audits.
- Development of P&C policies and procedures to ensure fairness and equity across Annecto while building on EVP.
- Sound and accurate employee relations advice to business areas in consultation with Workplace Relations team.
- Active collaboration with business unit leadership and Corporate P&C team for continual improvement of HR Services portfolio.

Capability Profile:

- The candidate should have at least 5 years of HR Generalist experience preferably within Community Services or Healthcare sector within Australia
- Tertiary qualifications in HR or related discipline
- Strong communication and influencing skills.
- Proficient understanding of modern awards and HR policies.
- Sound analytical thinking and problem solving skills.



Acknowledgement:

My position description has been explained in detail and I accept the position description documented above. I understand that the position description will be reviewed or amended periodically due to changes in organisational requirements or responsibilities. Changes to the position description will be consistent with the purpose for which the position was established.

Name:

Signature:

Date: