

People & Culture Business Partner

Role data

Position no.	TBC	Work Area Profile	People and Culture
Work Level Classification	Level 6	Directorate/Business Unit	People and Culture
Reports to (role)	Senior People & Culture Business Partner	Location	Melbourne
No. direct reports	Nil	No. of indirect reports	Nil
Version date	September 2020	Tenure	Ongoing

The Organisation

The Australian Health Practitioner Regulation Agency (Ahpra) is the national agency responsible for administering the National Registration and Accreditation Scheme (National Scheme) in partnership with 15 National Boards for the regulated health professions.

Ahpra's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest, to facilitate access to safer healthcare for all the community.

With offices in each State and Territory, AHPRA represents National Scheme interests with key community, professional, employer and government stakeholders with local operations governed by the Health Practitioner Regulation National Law Act as in force in each State / Territory.

Role purpose

Reporting to a Senior People & Culture Business Partner, the **People & Culture Business Partner** is accountable for providing a high level business partnering service to managers and employees across the employee lifecycle, including but not limited to: case management including performance management and employee relations matters, workforce planning and talent management, position classification, organisational restructure, change management, and training and development.

As part of the People & Culture Business Partnering stream, the role is responsible for managing internal stakeholder relationships and ensuring sound people management practices are adopted and all activities and processes are conducted in accordance with legislative and policy frameworks and are consistent with AHPRA's requirements.

Key Accountabilities

- Work in partnership with the business to provide advice and consultancy services on all aspects of the employee lifecycle to support the achievement of Ahpra's objectives.
- Develop effective and collaborative working relationships with people managers, employees and other key stakeholders.

- Work collaboratively with Senior People & Culture Business Partners and other People & Culture Business Partners to ensure consistency of service and leave coverage.
- Work with people managers to ensure performance and development review processes are in place and where required undertake case management, including matters of unsatisfactory work performance, absenteeism, workplace complaints, grievances and disciplinary matters.
- Liaise and work with subject matter experts from Organisational Capability and Employee Services functions, to deliver positive business outcomes and solutions that are clearly linked to the People Strategy and meet business objectives.
- Report on people metrics and analytics, including working with key stakeholders to identify data trends and identify actionable insights to business objectives.
- Work with the Organisational Capability team to contribute to the development Ahpra's organisation and capability development programs, including facilitating training programs and information sessions where required.
- Support Senior People & Culture Business Partners in the coordination and implementation of organisation change management programs.
- Participate and lead in the development, delivery and implementation of projects and initiatives identified in the People Strategy
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
 - Take reasonable care for own and others' health, safety and wellbeing
 - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures
- Other duties as directed by the Senior People & Culture Business Partner.

Capabilities for the role

The AHPRA [Capability Framework](#) applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Values	Capabilities	Proficiency level
Service	Commits to customer service	Advanced
	Displays leadership	Intermediate
	Generates and delivers the strategic vision	Intermediate
	Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation

Collaboration	Builds constructive working relationships	Intermediat
	Communicates effectively	Advanced
Achievement	Demonstrates accountability in delivering results	Intermediate
	Uses information and technology systems	Foundation
	Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	<ul style="list-style-type: none"> ▪ Relevant tertiary qualification in human resource management or equivalent ▪ Several years' experience in HR management including application of workplace legislation, with knowledge of contemporary HRM practices ▪ Relevant post-graduate degree, professional/ technical/specialist qualification/accreditation, or equivalent years of professional experience
Experience	<ul style="list-style-type: none"> ▪ Demonstrated ability to work in partnership with senior managers including the ability to work with a high level of initiative and decision making ▪ Demonstrated ability to build and maintain positive and productive relationships with employees and multiple stakeholders ▪ Demonstrated experience in the execution of HR processes and activities within a complex environment ▪ Extensive professional knowledge and experience of: <ul style="list-style-type: none"> ○ contemporary HR management policies and practices including change management; ○ industrial agreements, eg awards and enterprise agreements; legislative requirements as applicable to the workplace; ○ HR/ER case management ▪ Demonstrable base of expertise across the required discipline(s) including: <ul style="list-style-type: none"> - Experience of working in a regulatory or compliance-focused environment would be an advantage - Ability to work autonomously as well as part of a team - Proficient across the Microsoft Office suite

Key relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">▪ Chief Executive Officer (CEO)▪ Executive Directors (People & Culture, Regulatory Operations, Strategy & Policy, Information Technology, Finance & Procurement)▪ National Directors (Regulatory Operations, Strategy & Policy, Information Technology, Finance and Procurement)▪ State and Territory Managers▪ Business Partnering Team▪ Organisational Capability Team▪ Employee Services Team▪ Managers▪ Team Leaders▪ Employees	<ul style="list-style-type: none">▪ Service Providers▪ Vendors▪ Government agencies