



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	People and Culture Advisor
<b>DIVISION</b>	Shared Services
<b>DEPARTMENT</b>	People and Culture
<b>REPORTS TO</b>	Employee Relations Manager

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation. Our staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal, these are our Quality Goals of service.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Economic security for all
- Wellbeing, social inclusion, empowerment and dignity for all
- Inclusive services and communities
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

### DIVISION AND DEPARTMENT PURPOSE

The People and Culture (P&C) function is responsible for delivering strategic and operational people related strategies and services to the organisation to enable an inclusive, effective, efficient and agile organisation.

We are embarking on a transformational journey reviewing current people practices, processes and systems to create a service environment that supports the delivery of inclusive, agile, responsive and robust services that will enhance the employee experience.

## **POSITION PURPOSE**

This role is responsible for providing high-level support to new and existing staff as well as general advice and support on a range of people experience policy and process matters to internal stakeholders. The role is also responsible for providing ongoing support to the P&C Business Partners in all P&C matters.

## **KEY RESPONSIBILITIES:**

- Provide timely and accurate general advice on all P&C matters including, classification, recruitment, BSL policies and processes, retention, performance management and industrial relations to staff and managers
- Support P&C Business Partners in delivering a professional, consultative and customer focused P&C service to staff and managers
- Undertake remuneration, classification and job evaluation process for positions as required
- Draft and prepare documents, correspondence and generate reports in a timely and accurate manner
- Effectively manage high volume operational activities, ensuring compliance with relevant policies or procedures in a timely and accurate manner
- Research and interpret policy
- Develop and maintain excellent service based working relationships with a range of internal and external stakeholders and colleagues
- Contribute to and initiate continuous improvement activities relating to P&C policies, practices and procedures
- Build the capability of managers and staff by coaching them in the use of HR systems, processes and policies
- Use existing HRIS, e-recruitment, record management, filing and reporting systems to maintain records, manage documentation, coordinate workflow and collate reports, achieving accuracy and compliance
- Assist, knowledge share and train (where relevant) other members of the wider team
- Other duties as required

## **TO BE SUCCESSFUL YOU MUST HAVE:**

- Tertiary qualifications, or equivalent experience, in human resources or substantial relevant skills and work experience in large and complex organisations as a human resources advisor/officer
- Collaborative and pragmatic in nature, with a demonstrated strong human centred/customer service focus is essential
- High level communication skills, including the ability to draft a range of documentation, interact with a diversity of colleagues and clients and maintain discretion
- Demonstrated analytical and problem-solving skills along with the ability to make appropriate recommendations
- Highly developed administrative skills, including computer literacy and excellent attention to detail/accuracy

- Ability and willingness to be flexible and nimble in a changing and fast-paced environment
- Demonstrated ability to work as an effective member of a team and to work exercising independence, judgement and initiative under general supervisions
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- Competency in Microsoft Office Programs including Word, Excel and Outlook
- Understanding of and empathy with the values and ideals of the Brotherhood

#### **MANDATORY EMPLOYMENT CHECKS**

- Proof of eligibility to work in Australia is required
- Satisfactory Police Check is required
- Working with Children Check is required for this position