

<b>Position:</b>	<b>HR Partner</b>
<b>Business Stream:</b>	People & Culture
<b>Reports to:</b>	HR & Employee Relations Lead
<b>Band:</b>	7

We all want to be part of something bigger than ourselves. And with us, you can be part of an organisation that truly makes a difference. Here's how.

## YOUR ROLE | HR Partner

You are a conduit between the organization's leadership and core team, regarding BaptistCare's HR & Employment Law strategies and programs.

You develop and mobilise your subject matter expertise, to deliver HR & Employment Law objectives via tangible, achievable programs. You offer support for the formation of such programs and leverage your internal partnerships to assess the effectiveness of programs and identify opportunities for their continual improvement.

You actively develop and engage your diverse professional network to identify emerging trends, risks, and opportunities to evolve our HR practices.

You bring a professional, collaborative and empowering style to enable the broader P&C Division and other stakeholders to offer their best work, every day.

## YOUR TEAM | People & Culture | HR & Employment Relations Team

The HR & Employment Relations (HR) Team supports divisional and organisational success via two primary means. Firstly, via the delivery of a strategic framework which is designed to achieve organisational objectives to build and retain a high-quality, adaptive, flexible and effective workforce sufficient to meet our ambitious plans. Secondly, via the provision of operational support, programs and related services to deliver the strategic framework.

## OUR SHARED VALUES

BaptistCare's Shared Values have been chosen to reflect both what we as an organisation value, and what our customers have said is important to them. We all have customers and how we value each other ultimately shapes the holistic experience of all our customers.



### LOVE

- Be interested and curious, ask questions and listen well
- Be patient and take the time to build relationships
- Demonstrate kindness in each interaction

### RESPECT

- Pay attention to the small things that matter and give your full attention
- Be friendly and positive in your tone, smile and greet people warmly
- Recognise and compliment people for their efforts

### RELIABILITY

- Follow through and do what you say you will do
- Keep people 'in the loop', updated and informed
- Be early for your commitments and deliver requests on time

### EMPOWERMENT

- Assist others with your skills and expertise to achieve success
- Make things easier, simplify and provide the support needed
- Use your knowledge and experience to provide solutions to problems

# Position Description

## Key responsibilities

### Effective HR & Employment Relations Partnership

You are responsible for partnering with portfolio stakeholders to achieve optimal workforce performance, engagement, experience, and culture, via organisation-wide, regional, and local initiatives. To succeed you will:

- Partner with business leaders within your portfolio to support the timely identification and management of workplace relations matters.
- Oversee and coordinate case management activities and support the resolution of employment relation and industrial relation matters effectively and in line with legislation and regulatory requirements.
- Work collaboratively with stakeholders to build and embed greater capability and confidence in relation to Human Resource and Employee Relations best practice, including the interpretation of legislation, awards, policies, and their application.
- Coach managers and facilitate termination process ensuring procedural fairness and in line with legislation and regulatory requirements.
- Build effective working relationships and work collaboratively with stakeholders, delivering quality support to achieve their operational and strategic priorities.
- Support HR-related practices, such as succession planning, performance development, change initiatives and organisational listening frameworks, whether initiatives are org-wide, regional or local.
- Champion P&C initiatives, projects and programs designed to optimise organisational performance and achievement of divisional and organisational strategic outcomes. Provide critical conduit between stakeholders to capture challenges to achievement of P&C strategic and operational priorities and opportunities to improve performance against same.
- Provide guidance and support with the management of non-work-related injuries.
- Deliver specialised, flexible, and accessible HR initiatives to meet needs of specified employee, volunteer, student, or other groups, as required.
- Work closely with the HR and Employment Relations Lead and Head of HR & Employment Relations to devise best practice solutions, strategies, and programs to deliver BaptistCare's workforce objectives.
- Contribute to functional and cross functional initiatives; seek opportunities to lead such initiatives, where relevant.
- Ensure all documentation and general administration is kept up to date as required.

### Business Information, Systems and Communications

Your ability to effectively identify risks, opportunities, and trends, analyse them, articulate actions and communicate those will be pivotal to your success. To deliver your role's objectives, you must:

- Communicate effectively across key partnerships to ensure engagement with HR systems and initiatives.
- Provide professional advice and input to relevant committees, projects, working groups and teams.
- Effectively monitor expenditure and related financial matters connected to your activity.
- Foster relationships with key stakeholders to promote information sharing and collaboration.
- Ensure implementation of all regulatory and legislative compliance requirements for programs
- Ensure all BaptistCare internal policies and procedures are implemented across relevant programs.
- Ensure appropriate risk management practices are implemented across all programs in line with organisational risk appetite and risk management frameworks.
- Support compliance with all contracts and agreements connected to team.
- Engage and contribute to HR reporting and analysis (trend and predictive) to identify risks and challenges, determine intervention priorities. Ensure solutions/actions reflect best practice HR methodology.
- Sponsor effective change management in your practice.
- Encourage, adopt opportunities to participate in quality/continuous improvement initiatives & programs.

*Because we care*

# Position Description

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## Leadership

Your effective leadership will ensure you can meet individual and team objectives. To succeed you must:

- Model BaptistCare's Purpose, Promise and Values.
- Lead own performance development in alignment with organisational and personal professional objectives.
- Support HR and Employment Relations Lead and Head of HR & Employment Relations to deliver workforce processes and practices for HR Team (e.g. recruitment, performance management and development)
- Actively engage with the divisional leadership team, broader stakeholders to bring creative solutions and evolving perspectives.
- Coach stakeholders to effectively manage their workforce to achieve BaptistCare objectives

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## Professional Network and Knowledge

Your ability to identify, assess and respond to emerging trends, risks and opportunities will require you to actively maintain and develop your professional networks and knowledge. To succeed, you must:

- Foster strong relationships with a diverse internal stakeholder group to optimise opportunities for feedback, learning, mutual improvement, and partnerships.
- Identify and create opportunities to develop and maintain relationships with a diverse professional network, including but not limited to industry colleagues, funding bodies and peak institutions of strategic importance to BaptistCare's HR objectives and practices.
- Demonstrate reliable expertise in HR and industrial relations matters pertinent to BaptistCare's strategic and operational objectives. Competently translate expertise into practical information relevant to BaptistCare's Executive and other senior stakeholders, as required and proactively.
- Proactively keep up to date with relevant industry and legislative changes and best practice
- Promote BaptistCare as a welcoming, inclusive employer of choice to all prospective employees

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## Work Health & Safety (WHS)

The health, safety, and wellbeing of all BaptistCare staff is important. To succeed in your role, you must take care of your own and others' health and safety by:

- Working safely to minimise risks to self and others.
- Complying with Work Health and Safety (WHS) policy and procedures
- Reporting any hazards, near misses or incidents through the appropriate channel
- In the event of a workplace injury, participate, contribute, and engage in Return-to-Work plans.
- Role model appropriate "positive duty" behaviours with regard to Respect@Work

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# Position Description

## Key requirements

### Essential qualifications and experience:

- Demonstrable depth in HR/IR practice in a highly dispersed, unionised workforce
- The ability to drive program delivery, leveraging potential talent and HR frameworks and tools
- Demonstrable knowledge of contemporary workforce management principles and practices – and a proven appetite for continued development of professional practice in such arenas
- Current Australian driver's licence and work right credentials

### Essential competencies:

- Well-developed collaborative and participative leadership skills and experience
- Experienced mentor or coach, with practical understanding of culture, performance, and leadership
- Proven problem-solver and sponsor of innovative and continuous improvement
- Engaging communicator, able to connect with a broad range of stakeholders.
- Strong relationship building, skills; can flex when required
- Autonomous work style and sound decision-making

### Desirable qualifications, competencies, and experiences:

- Tertiary qualification in Human Resources, Industrial Relations, Organisational Design or similar
- Further relevant qualifications, such as in mediation, facilitation, mental health first aid, workforce planning, diversity & inclusion, organisational psychology or data and analytics
- Demonstrated understanding and appreciation of BaptistCare's Christian identity and promote the organisation's values through interactions at work.
- Prior direct experience in one of the core service streams of the organisation
- Workforce planning and management skills and experience

## Other important information

### Here are some other important items to take note of:

- This position description summarises key elements of your position. It is not an exhaustive list of duties. You must comply with all instructions and duties assigned to you that are consistent with this position description, your employment contract and position's banding, your skills, experience, and delegations.
- Travel is expected in this position. This may include overnight stays away from home.
- This position description and your letter of offer outline your employment terms and conditions.
- You must successfully complete all prescribed mandatory training, participate in the organisation's performance development process, and maintain relevant qualifications and quality/compliance checks and licences such as Police Checks, Driver's Licence, an Australian right to work, etc.