

HR BUSINESS PARTNER

PEOPLE AND CULTURE TEAM

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

| | |
|-------------------------------|--|
| Position | Human Resources Business Partner |
| Department | People & Culture |
| Hours | Part Time |
| Hours per week | 22.8 hours |
| Duration | Ongoing |
| Location | This position is based in Collingwood with frequent travel required to the Southern metro region |
| Reporting Relationship | This position reports directly to the Human Resources Manager |
| Effective date | March 2022 |

Overview of Department

The People and Culture Department is responsible for providing comprehensive Human Resources Services to the organisation which consists of approximately 1,600 employees and 2,300 volunteers.

Position Objectives

The HR Advisor will work as part of the HR Business Partnering Team providing operational HR advice to Employees, Team Leaders and Program Manager across the full life cycle of employment. You will work within a highly supportive and developing People & Culture Team as the business positions for continued growth.


| | |
|----|---|
| 1. | Partner with the Program Managers to proactively support our business objectives; through understanding the drivers and proactively supporting both longer-term and short-term workforce issues through coaching and advice. |
| 2. | Ability to manage day to day employee relations issues and undertake investigations, looking for trends across cases and pro-actively identify and implementing initiatives with the support of the broader People & Culture Team to build a truly great workplace through reduction in reactive employee issues. |
| 3. | Working as an integrated team member in supporting cross AV projects aligned to our strategic intent and being a part of continuous improvement of how we operate across HR to deliver value add support and services into the business. |

Key Responsibilities

| | |
|---|--|
| 1 | Partnering with Program Managers and their Team Leaders in assigned Region/s in respect to developing workforce capability through providing effective coaching and advice across the full life cycle of employment to continue to build a highly capable and engaged workforce. |
| 2 | Develop trusted relationships with key stakeholders to ensure that we can proactively address emerging issues early and work with line leaders to develop improvements within teams in the medium term; leveraging the specialist P&C teams as required. |
| 3 | Manage as required a case load of employee relation issues including: investigations, performance improvement plans and providing accurate and timely advice around implications and risks to decisions. |
| 4 | Leading or being a member of Strategic Projects that will support us in attracting and growing great team but also ensuring we continue to build on the great vibe for our employees – in respect to purpose and employee experiences. |
| 5 | Be a part of a HR team that looks for continuous improvement and innovation into how we best deliver services to build manager capability but also provide effective support and services to our workforce. |
| 6 | Champion the brand as an advocate and support us in being the employer of choice within our sector |

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework.

| | |
|--|---|
|  <p>Role Specific</p> | 1. Past success as a HR Advisor or HR Business Partner role in a services based organisation (preferably) with an appropriate HR Qualification and/or HR Certification with AHRI (or with a commitment to undertake in the next 12 months) |
| | 2. Demonstrated experience across the full life-cycle of employment including award interpretation, employee relations, diversity, performance management, engagement, coaching line leaders and federal and state respective employment laws |
| | 3. Well-developed interpersonal communication skills, including ability to collaborate and work with managers to understand challenges and look to add value to improving outcomes. |
| | 4. Excellent verbal and written communication skills, including well developed report writing, and negotiation skills. |
| | 5. High level proficiency in a range of computer-based applications including Microsoft Office programs Outlook, Word, Excel and PowerPoint. |
| | 6. Proven ability to coach, develop and share knowledge with others. |
| | 7. Self-starter with initiative, to work independently and as part of a dynamic team, and a commitment to working respectfully with individuals. |

Key Selection Criteria (continued)

Anglicare Victoria Capability Framework

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.
- In line with Anglicare Victoria's Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____