

Position Description

Title	People & Culture Business Partner
Business Unit	People & Culture
Location	Hybrid, with weekly travel to Melbourne metro and/or Regional Victoria
Employment type	Full Time/Part Time, Ongoing
Reports to	Manager, People & Culture (P&C) Partnerships

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The purpose of this role is to assess and anticipate HR related needs, and through collaborative partnerships across the organisation, deliver value-added service to leaders in line with the People and Culture (P&C) Strategy.

As the P&C 'first point of contact' for Uniting leaders, the Business Partner (BP) supports, coaches and provides strategic and operational advice to leaders in all elements of the employee and volunteer life cycle. Supporting across a wide range of functions including employee relations, workforce planning, performance management, learning and development and remuneration and benefits, the BP role also contributes to building a high performing People & Culture team, with a continuous improvement focus.

2. Scope

Budget: Nil

People: Nil

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3. Relationships

Internal

- Operational management, employee and volunteers
- P&C Operations, Organisation Development, Change and Workplace Relations
- Quality & Compliance, including Work Health & Safety

External

- Applicants and candidates
- Volunteer associations

4. Key responsibility areas

Strategic Partnering with Customers/Client Groups

- Build strong relationships with client groups/customer base and act as a single point of the contact for business leaders to provide contemporary, specialist HR advice, support and solutions.
- Proactively support and lead the delivery of P&C processes and initiatives across the full employee and volunteer life cycle.
- Provide strategic and operational support and advice, solving a wide range of 'people and business challenges'.
- Partner with people leaders at all levels of the business to deliver outcomes and manage their expectations and to identify current and future needs.
- Maintain current understanding of the client groups division, strategy, people related issues by becoming a valuable member of client's leadership team.

Workforce Planning

- In partnership with leaders, support them to achieve their business goals and objectives by identifying current and future workforce needs and develop plans to address gaps, including via headcount planning, succession planning, talent management, recruitment/talent acquisition.
- Support recruitment processes to recruit appropriately skilled, experienced and values aligned individuals into vacancies within the agreed timeframes.

Employee Relations

- Support, develop and coach leaders to manage employee relations matters including, flexible working arrangements, parental and other leave, resolving team conflict, injury management, WorkCover claims management, EEO, R&R and employee engagement, using the organisation's policies, procedures and best practice, ideally resolving issues where possible informally.
- When required, actively investigate and recommend solutions to employee relations issues in a quick and efficient manner.
- Support leaders in the development and execution of effective communication plans and action plans in support of employee engagement and delivery of organisational objectives.
- In partnership with the WHS team, ensure employee health, safety, welfare, wellness are monitored in conjunction with Safety Leadership initiatives across the Uniting workforce.
- Understand, interpret and provide advice to leaders on Enterprise Agreement, Award and contract provisions.

Performance Management

- Provide effective support, coaching and advice to leaders on a wide range of performance management activities including, improving individual and team performance, formal appraisal process and development process.
- Support leaders with all performance management activities in line with organisational policies and procedures, overlaying strategy to ensure the desired outcomes are achieved.

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- Support and coach leaders in performance discussions of an informal and formal nature, including working in consultation with the Workplace Relations team to effect appropriate investigation and disciplinary action up to terminations.
- Keep Manager P&C Partnerships abreast of employee relations activity, provide reports on request and promptly escalate complex or 'risk sensitive' matters.

Remuneration & Benefits

- Perform grading activities and make recommendations as to appropriate remuneration for new and existing roles.
- Advise on pay and other remuneration matters, including promotion and benefits in line with Uniting's Policies, Procedures and Remuneration Framework.
- Lead and support leaders with remuneration review processes.
- In partnership with the P&C Connect Team, maintain accurate payroll and database employee records.

Project & Continuous Improvement Contributor

- Undertake project work in support of P&C strategic plans and deliverables in conjunction with the Manager P&C Partnerships and the broader P&C leadership team, acting as subject matter expert on project teams as required.
- Support the implementation of new and updated People and Culture initiatives, including delivery of organisational training
- Contribute to strong People and Culture team engagement, collaboration and teamwork locally and across all People and Culture teams.
- Attend business meetings and team workshops as required.
- Be a People and Culture ambassador, advocate and champion.
- Other duties as directed.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

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5. Person specification

Qualifications

- Relevant tertiary qualifications (Diploma or Bachelor degree) in a human resources management related discipline, including human resources, behavioural psychology, business, social science or organisational development (or extensive experience in a professional Human Resources role)

Experience

- Strong generalist human resources experience in a similar position, ideally gained in a commercial and values driven environment.
- Sound coaching skills, with high capability and confidence in providing accurate advice to the business and in developing creative and effective solutions to resolve P&C challenges and issues.
- Experience in a wide range of functions (ER/IR, performance management, workforce planning, remuneration and benefits) with demonstrated knowledge of contemporary human resources practice
- Demonstrated experience in interpreting and advising on Human Resources legislation, Awards, Policies & Procedures.
- Excellent written and oral communication skills with the ability to facilitate and present to a range of stakeholders.
- Strong customer service and business partnering skills, with ability to work in a fast paced and values driven organisation, with demonstrated ability to prioritise and meet deadlines.
- Capability to work independently and collaboratively in a team-based work environment.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Complexity:** ability to work effectively and positively within complexity and ambiguity
- **Stakeholder management:** ability to understand, relate to and manage diverse and difficult stakeholder needs.
- **Influence and negotiation:** Ability to give and gain cooperation at all levels.
- **Problem solving:** proven high level of analysis and complex problem solving.
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.
- **Communication:** Outstanding verbal and written communication, ability to relate meaningfully to people at all levels and ability to explain complex technical matters clearly and succinctly.

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

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Employee

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Signature:

Date:

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