

Position Description

Title	Manager, People & Culture (P&C) Partnerships
Business Unit	People and Culture
Location	Flexible, various locations across Victoria
Employment type	Full Time, Ongoing
Reports to	Senior Manager, People & Culture 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 Manager – P&C Partnerships is a key member of the Uniting leadership and P&C teams, responsible for:

- partnering directly with Uniting Executive and Senior Leaders to provide specialist human resource strategies, advice and coaching in support of the achievement of organisational goals, the People & Culture Strategy and across the work lifecycle,
- leading and developing a team of P&C BP professionals to be the 'enabler' of our P&C service offering, by working as part of divisional leadership teams to deliver proactive partnership support, coaching and advice and embed the People & Culture Strategy; and
- leading and developing change programs of work and optimisation projects which enhance the P&C service offerings and positively impact the experience of the 'whole of' Uniting workforce.

2. Scope

Budget: nil

People: A team of P&C Business Partners

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3. Relationships

Internal

- Executive Leadership Team (ELT)
- Senior Leadership Group (SLG)
- Frontline Leaders
- Division workforce at all levels (Employees, Volunteers and Contractors)
- People and Culture Teams
- Quality & Compliance, including Work Health & Safety

External

- Unions
 - BP network within NFP organisations
 - HR Providers and Consultants
 - Applicants and candidates
 - Human Resource Peak Bodies
 - Volunteer associations
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4. Key responsibility areas

Strategic business partnering

- The Manager – P&C Partnerships provides proactive, contemporary and value-add human resources advice and coaching to the Executive Leadership Team (ELT) and Senior Leaders in line with the People and Culture Strategy, working in partnership with business leaders to identify and anticipate the people implications of strategic and business plans by:

Building strong and highly effective working relationships

- Working closely with ELT and Senior Leaders to build effective working relationships based on credibility and open communication, developing and maintaining strong cooperative relationships.
- As a valuable member of the client's leadership team and deeply familiar with their business, purpose, context, needs, strengths, opportunities and workforce challenges, integrating this knowledge with P&C technical knowledge and skills. In partnership with Senior Leaders, develop strategies and customise solutions that meet the workforce challenges of the client group(s), to manage risk and support achievement of Uniting's goals.
- Providing 'first point of contact' partnering support to and collaborating with ELT & Senior Leaders across employee and workforce related matters to develop human resource strategies and approaches to attract, develop, and retain talent in the business including:
 - Workforce Planning - facilitating effective workforce planning, analysing trends and metrics and leveraging workforce insights to identify the capacity and capability of the client group to deliver its objectives, providing guidance, advice and developing strategies to execute business unit restructures, workforce, talent and succession planning.
 - Remuneration & Benefits – performing grading activities and making recommendations regarding appropriate remuneration for new and existing roles, advising remuneration review processes and other remuneration arrangements, including promotion and benefits in line with Uniting's Policies, Procedures and Remuneration Framework.
 - Performance Management – advising, coaching and enabling leaders on individual and team performance, including coaching, formal review process, career development, formal and informal performance discussions, and working in consultation with the Workplace Relations team to effect appropriate investigation and driving positive changes in the management of people and performance.

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- Employee Relations - supporting, developing and coaching ELT and Senior Leaders to manage employee relations matters including, flexible working arrangements, resolving team conflict, injury management, WorkCover claims management, EEO, R&R and employee engagement, using Uniting's policies, procedures and best practice, ideally resolving issues informally where possible.
- Industrial Relations – providing advice to leaders on Enterprise Agreement, Award and contract provisions and providing P&C policy guidance, interpretation and advice and legislative interpretations to reduce legal risks and ensure regulatory compliance.

Developing leadership capability

- Provide insights and input that inform leadership development and OD program needs that result in delivery of fit-for-purpose development solutions, based on a deep understanding of the business and client group.
- Adopt a coaching approach to build leadership capability and facilitate effective, consistent leadership that empowers and enables people leaders to build workforce engagement, and to increase workforce productivity and retention.

Team leadership and BP development

The Manager – P&C Partnerships will establish a high-performance team, building the capabilities needed to bring the P&C Strategy, operating model, and the Uniting workforce experience to life by:

- Leading and managing the performance of a team of P&C Business Partners (P&CBPs), providing regular 1:1 coaching, guidance and feedback to team members in relation to the implementation of P&C Strategy, P&C service delivery, KPIs and values-aligned behaviours, and ensuring they are equipped provide strategic enabling support to their client group(s), strategic and operational objectives
- Embedding the Uniting purpose, Values and a P&C partnering ethos and culture across the client groups to contribute to building a unified Uniting culture and to enable the effective and proactive application and implementation of tailored solutions and initiatives in response to strategic priorities, emerging issues and change processes.
- Providing leadership and overseeing day-to-day operations of the P&CBP team, ensuring engagement and performance levels are tracking positively and that client needs are met and/or exceeded, including managing resourcing to provide coverage for other Business Partners as necessary, completing reports as required and being an escalation point for internal customer needs,
- Promoting a culture of continuous improvement and consistency within the P&C team processes and in client service delivery,
- Proactively sponsoring and leading activities relating to the Uniting Performance Review process and Talent Management cycles for their team members; and
- Ensuring the health, safety and wellbeing of P&CBP team members.

Leading projects, change and organisational development initiatives

The Manager – P&C Partnerships will work collaboratively with the broader People & Culture team, ELT, senior business leaders, and adopt a Project Management approach to lead and ensure successful implementation and embedding of people strategies across Uniting, including:

- Leading and contributing to projects to optimise P&C operating model, processes and procedures, identifying organisational risks, audit gaps and opportunities to streamline and improve processes and implement changes to ensure a robust, responsive and value-add P&C service offer across Uniting,
- Overseeing the development and implementation of change management (including as it relates to structural change within client groups), supporting leaders in the development and execution of effective change plans action to underpin employee engagement and the delivery of organisational objectives,
- Adopting a coaching approach and facilitating training as required to execute and embed the People & Culture strategy within client groups, supporting the embedding of organisational

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development initiatives, such as leadership development programs, RAP initiatives, engagement survey results and action plans, employee value proposition, service award and workforce wellbeing,

- Contributing to P&C policy development and implementation including the review and update P&C policies, procedures and templates to meet business and regulatory needs,
- Promotion and communication of Uniting's purpose and values and monitoring and analysing people trends and workforce indicators across the organisation to recommend appropriate action to senior P&C leaders, to inform the development of solutions, programs and policies in line with strategic and organisational objectives,
- Partnering with and leveraging our P&C functions to ensure best practice people solutions for our leaders and business, including Workplace Relations, Organisational Development, HR Connect and Payroll; and
- As a member of P&C Leadership Team, be a People and Culture ambassador, advocate and champion, contributing to strong People and Culture team engagement, collaboration and teamwork locally and across all People and Culture teams.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

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.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Person specification

Qualifications

- Bachelor's degree in human resources/business/commerce/social science/psychology or equivalent experience.

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Desirable:

- Mercer CED or Hay Job Evaluation Methodology
- Certificate IV in Training & Assessment
- PROSCI change management certification
- Current AHRI Membership

Experience

- Extensive generalist human resource experience in a Human Resource Manager or Senior Business Partner role
- Experience across the full employee lifecycle with accountability for delivery of People & Culture outcomes
- Experience working in a large, complex organisation
- Strong business partnering skills as demonstrated in career background and experience, with proven ability to provide expert, contemporary human resources advice, coaching and support to executive and Senior Leaders to meet organisational objectives.
- Strong people leadership skills, with demonstrated experience leading and developing a high performing team, with a coaching/ development focus and high levels of accountability.
- Advanced interpersonal, communication and influencing skills, with ability to develop trusted relationships across all levels of an organisation and to engage and gain commitment to ideas, projects or action.
- Demonstrated experience developing, managing and delivering change initiatives and workforce plans in a large and complex organization, with sound Industrial Relations (IR) and Employee Relations (ER) expertise, and working knowledge of relevant industrial law, regulations and procedures.
- Proven capacity to create and implement HR/P&C processes, procedures and templates whilst continually striving for improvement and generating new ideas for optimal service delivery
- Highly organised and capable of juggling multiple priorities, able to work and lead effectively in an agile and flexible environment,
- Commercially oriented, with critical thinking skills, ability to take ownership to proactively and collaboratively problem solve
- Strong written communication skills, adept at writing and creating organisational reports
- Project Management capabilities and approach to deliverables, with ability and comfort flexing between strategic thinking/planning and 'hands on' tactical delivery.
- Ability to demonstrate and authentically promote Uniting's values.
- Experience working in a Not for Profit/ social services environment would be an advantage

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.

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7. Acknowledgement

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

Employee

Name:

Signature:

Date: