**JOB DESCRIPTION**

# HR Business Partner

# **ABOUT UNITING**

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

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This role is responsible for leading the development and achievement of stream and regional people strategies. The HR Business Partner is a trusted partner and coach to senior leaders, providing ideas and insights to support their people and workforce. The role plays a leadership role in evaluating business challenges, using influence and HR capability to identify relevant strategies, and leading subject matter experts to develop associated solutions. The HR Business Partner also plays a key leadership role in continuous improvement within People Experience.

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the People & Culture team in the People Experience team through the following:

* Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
* Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
* Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
* Understanding business plans and analysing data to provide insights to leaders accompanied with recommendations and implementation plans to address workforce challenges, attraction, retention and growth plans.
* Conducting specialised studies as required, providing insights into the operation of the team and the organisation.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies and comply with all WH&S legislation, policies and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the HR Business Partner, your role specifically will:

* Formulate holistic and sustainable HR people plans and strategies, creating a shared vision around people, providing direction and focus on leadership, communication and implementation of organisationally aligned people objectives.
* Provide high level, timely and professional leadership and guidance to senior leaders, stakeholders and staff on the full range of HR generalist issues including; change management; HR planning; general grievances; employee engagement and retention; performance management; recruitment and workforce analytics.
* Implement the full range of effective and targeted HR strategies and identify, initiate and execute complex people projects to progress Uniting to be better positioned to anticipate or respond to future challenges. Utilise data to identify trends, opportunities and risks, developing solutions to address areas of concern.
* Maintain and manage partnerships between centres of excellence across Uniting to operationalize HR strategy through the creation of relevant HR solutions
* Identify opportunities to continuously improve internal HR policy / process / systems and partner with relevant stakeholders to lead the development of solutions
* Act as a trusted advisor and coach to senior leaders at Uniting, influencing decisions and outcomes at a high level and providing HR generalist advice
* Align HR resources across the broader CP&S team to ensure an appropriate HR response is delivered in cases of significant risk and/or complexity

# ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:** People Experience

**You’ll report to:** HR Business Partnering Lead

# YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# QUALIFICATIONS & EXPERIENCE

**Qualifications:**

Bachelor qualification in a relevant field or equivalent experience.

**Experience:**

Typically, this role will require 10 years or more years’ experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

* Operate with a high level of autonomy
* Skilled at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority
* Demonstrated business acumen
* Demonstrated ability to design and drive implementation of HR strategic plans
* Knowledge of current employment legislation
* Proven business partnering capability
* Demonstrated experience in coaching and influencing at a senior executive
* Demonstrated experience managing the delivery of generalist HR support
* Expert knowledge of human resource organisational policies and practices
* Expert knowledge of generalist human resources best practice
* Ability to travel within NSW and ACT as required.

**Even better:**

* Experience working effectively with executive teams, stakeholders and employee representative groups.

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| **Employee Name:** | Insert employee name | **Manager’s Name:**  **Title** | Jessica Lawlor  HR Business Partnering Lead |
| **Date:** | Insert date | **Date:** | May 2023 |
| **Signature:** |  | **Signature:** |  |