**Role description**

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| **Role title:** | Human Resources Business Partner |
| **Level of accountability:** | Team Member |
| **Mater Ministry/Division:** | People and Learning  |
| **Department:** | People Performance |
| **Manager role title:** | Senior Human resources BP/Director People Performance |
| **Date created/Reviewed:** | 26/07/2022 |

**Role purpose**

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| The Human Resources Business Partnering team is responsible for understanding business needs, drivers, and challenges to build, equip and support leaders in delivering Mater’s strategic priorities and Mater’s vision of empowering people to live better lives through improved health and wellbeing. This role works closely with the Senior Human resources Business Partner to support leaders in the implementation of both People and Learning and business strategies and development. The role provides support and guidance to build a culture characterised by dignity, compassion, excellence, respect, and accountability for performance. It provides high-quality support across Mater Ministries and corporate services, as well as contributing more broadly to the People and Learning strategy, initiative, services, and programs across Mater.  |

**Behavioural standards**

This role requires the incumbent to adhere to the Mater behavioural standards including the Mater Mission, Values, Code of Conduct as well as any other relevant professional and behavioural standards, translating these into everyday behaviour and actions, and holding self and others to account for these standards.

**Accountabilities**

Mater requires every Mater Person to understand and deliver on a series of accountabilities that are linked to the Mater Strategy, described in the table overleaf. Each Mater Person is held accountable for his or own behaviour, performance and development, and for contribution to our five strategic priorities: Internal alignment, External partnerships, Consumer engagement, Growth and scale, and Financial sustainability. In addition, Mater managers and leaders are accountable to different extents for clinical outcomes, service and operational outcomes, financial outcomes, compliance and risk, interprofessional leadership and management of performance and accountability.

This role of is responsible for fulfilling the following accountabilities:

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| **In this role** |
| Role requirements | Is clear on the behaviour, tasks and accountabilities that are associated with the role, fulfils mandatory and professional competency requirements, contributes to own performance development planning, proactively seeks feedback, carries out individual development plan and actively contributes to own team/s |
| **As a Mater person** |
| Internal alignment | Achieve greater alignment across our ministries to make the most of our combined talents and resources.*Ask: Who else could I involve across Mater to deliver an improved service and better outcome?* |
| External partnerships | Partner with others for the mutual benefit of improving the health of the community.*Ask: Are there potential partners outside of Mater that would help us to achieve greater things*? |
| Consumer engagement | Organise our services and people to ensure our Mater Moments are compelling and positive for our consumers, across all our services.*Ask: How can I create a defining Mater Moment that provides a positive experience for our consumers?* |
| Growth and scale | Increase our positive influence on health outcomes by growing our social and geographical reach to consumers.*Ask: Where can I see opportunities for Mater to grow and gain greater influence on health outcomes?* |
| Financial sustainability | Achieve a profit margin that enables us to invest in sustainable growth and community benefit.*Ask: How can I manage Mater resources to reduce cost or gain profit, so we can further invest in improving the health of the community?* |

**Role specific expectations**

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| * Support the Senior Human resources Business Partner and people managers with workplace change management initiatives within the portfolio.
* Contribute to initiatives aligned to the Mater and People and Learning strategy to improve workforce and leadership capability within the portfolio
* Support the implementation and integration of People and Learning workforce strategies and organisational development initiatives to reduce turnover, attract and retain key talent and support succession planning in an extremely challenging labour market
* Provide business partner support, advocacy, and advice to People managers to drive alignment of People and Learning activities and initiatives, and business priorities.
* Identify and support the implementation of work redesign opportunities, restructuring and process re-engineering aligned with Mater and People and Learning strategy
* Collaborate with People and Learning teams to develop people management strategies and establish recruitment and training programs aligned with People and Learning strategy.
* Coach people managers in best practice performance management processes, compensation and remuneration programs, recruitment practices, and management decision making, aligned with People and Learning policies and processes.
* Collaborate with people managers at all levels in developing recruitment plans, identifying training needs, and advocating for continuous learning for employees, providing coaching and mentoring support.
* Support management of People and Learning projects throughout the business, actively participating in project teams, and implementing initiatives while ensuring effective communication and collaboration within business departments and key stakeholders.
* Work closely with the Employee Relations and Industrial Relations teams to ensure compliance, risk mitigation and effective management of employee and industrial relations issues and grievances in the workplace.
* Provide data and insights gained from business partnering through to Senior Human resources Business Partner to inform and provide feedback to the transformation and improvement of our programs and services.
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**Qualifications**

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| What qualifications does the incumbent need to do the job? |
| **Essential** |
| * Required to hold a bachelor’s degree in Human Resources, Psychology, Business or any other related field or equivalent experience.
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| **Desirable** |
| * Click or tap here to enter text.
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**Clinical / technical competencies**

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| * A minimum of 5 years of working in a general Human Resources role
* Proven and successful problem-solving experience leading to lasting employee relations solutions
* Demonstrated coaching and communication skills to effectively execute duties.
* Demonstrated communication skills in both written and verbal form
* Demonstrated ability to work under pressure and meet tight and competing deadlines
* Ability to be discreet when dealing with confidential information and demonstrated integrity when dealing with sensitive matters
* Self-motivated and proactive working style
* Attention to detail, result-oriented, and ability to remain calm under pressure
* Demonstrated ability to form strong professional relationships with others, earning their trust, and being able to influence all levels of management in the business
* Demonstrated knowledge and application HR management practices across diverse business
* Demonstrated understanding of industrial and employee relations and HR best practice
* Demonstrated background in improving the effectiveness of people leaders in an organisation
* Demonstrated experience supporting the delivery of initiatives, organisational change and growth
* Understanding of business fundamentals, financial acumen and being able to communicate these effectively
* Healthcare sector experience beneficial
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**Capabilities**

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|  | **Required proficiency for role [[1]](#endnote-1)** |
| **Mater’s core capabilities** | **Elements** | **Foundation**(Team Member) | **Proficient**(Team Leader) | **Skilled**(Manager) | **Expert**(Director) | **Mastery**(Executive) |
| **Building high-performance interprofessional teams:** Builds high performance interprofessional teams by developing talent and building trust | Vision and direction Implementation of strategy Interprofessional practice and education Team leadershipTeam development Identifying and nurturing talent Building trust | **🗸** |  |  |  |  |
| **Accountability:** Role models respectful accountability, effectively holds self and others to account through constructive feedback and dialogue | Holding to account Feedback and dialogue Drive for results | **🗸** |  |  |  |  |
| **Learning Agility:** Is comfortable with complexity and ambiguity, rapidly learns and applies new skills and is successful in first time challenging situations  | Comfort with ambiguity Applies learning to achieve success in challenging first-time situations Critical thinking | **🗸** |  |  |  |  |
| **Enacting behavioural change:** Skilled at enacting sustainable behavioural change in people (through workflows, habits and clinical practice) to achieve improvements | Influencing perceptionGenerating emotional responses (tempered by rational responses)Shaping behavioural decision makingMobilising and sustaining behaviour change | **🗸** |  |  |  |  |

1. **Proficiency descriptors**

	* **Foundation:** demonstrates application of capabilities for performing core requirements of the role **and**
	* **Proficient:** demonstrates application of capabilities to others in team **and**
	* **Skilled:** developed capability in others in a proactive and structured manner **and**
	* **Expert:** mobilises collective capability across teams **and**
	* **Mastery:** is a role model within and outside the organisation and expertise as a leader in field is sought out [↑](#endnote-ref-1)