

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title: HR Business Partner

Division: Human Resources

Reports to: Group Manager - HR Business Partnering

Position Purpose: The HR business partner (HRBP) position is responsible for aligning business objectives with employees and management across Mission Australia nationally. The position serves as a partner to Senior Management on human resource-related issues.

Formulates relationships across the HR function to deliver value-added service to management and employees that reflects Mission Australia business objectives.

Acts as an employee champion and change agent and undertakes annual performance management processes and undertakes ad-hoc HR related tasks or projects.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Strategic Operational Consultant
Key tasks	Position holder is successful when
Provide workforce strategic and operational guidance, advice and support to designated	Provides effective and timely coaching advice that supports the business to achieve successful business outcomes.

MA State Director Leadership Team and other MA General Managers.	
Key Result Area 2	Complex Issues Management
Key tasks	Position holder is successful when
<p>Provide coaching and advice to relevant managers of complex HR/ER related issues.</p> <p>Ensure HR/ER solutions provided to the relevant manager achieve positive business outcomes.</p> <p>Respond to triaged HR requests within a timely manner.</p>	<p>Provides effective and timely recommendations and solutions and advice that can enable the People Leader to resolve people issues and/or grievances.</p> <p>Solutions and advice provided is innovative, flexible and tailored to business objectives.</p> <p>Meets the agreed Service Level Agreements and successfully manages multiple HR matters across the organisation.</p>
Key Result Area 3	Project and Change Management
Key tasks	Position holder is successful when
<p>Manage HR related projects or organisational change initiatives.</p> <p>Provides SME advice to organisational projects and change initiatives.</p>	<p>Effective planning and on time delivery of HR related projects, including BAU project activity.</p> <p>Advice provided enhances project outcomes and mitigates ER/IR risk to the business.</p>
Key Result Area 4	Enhance People Leader Capabilities
Key tasks	Position holder is successful when
<p>Utilise people leader tools and resources and support leader development.</p> <p>Ensure managers are active participants in dealing with HR matters as per the HR Self Service Model.</p>	<p>Coaching managers to use the tools including PLP, My Service Centre and other resources.</p> <p>Managers are encouraged to use HR tools, templates and refer to relevant MA policies and procedures.</p>
Key Result Area 5	Metrics
Key tasks	Position holder is successful when
<p>Utilise metric tools to educate People Leaders to improve operational performance.</p>	<p>Metric tools are utilised such as HR Dashboards, engagement and exit surveys with key stakeholders.</p>

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Tertiary Qualification in HR or related discipline
- Significant years of experience as a HR Generalist

Key challenges of the role

- Matrix Reporting/multiple stakeholders across a national business
- Complexity to HR/IR issues
- Management of multiple HR/IR issues as well as maintaining contribution to HR/business projects and change initiatives
- Constant changing environment

Compliance checks required

Working with Children	<input checked="" type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input type="checkbox"/>
Drivers Licence	<input type="checkbox"/>



Other (prescribe)

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Approval

Manager name

Mandy Varley

Approval date

July 2017