

# Position Description



<b>Title</b>	People and Culture Business Partner
<b>Business Unit</b>	People and Culture   Performance and Integration
<b>Location</b>	Various across Victoria and Tasmania
<b>Employment type</b>	Full Time   Ongoing or Maximum Term (1x Parental Leave Replacement)
<b>Reports to</b>	Senior Manager, People and Culture

## 1. 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

## 2. Position purpose

Reporting to the Senior Manager People and Culture (P&C), a 'place-based' Business Partners provide on-the-ground 'front-line' People and Culture services and support to programs and services by:

- Facilitating timely and effective recruitment.
- Delivering the full range of employee and volunteer human resources life-cycle services.
- Facilitating the timely resolution of workplace relations and disciplinary matters.
- Support Senior Manager P&C to implement changed People and Culture policies, processes, products and initiatives.
- Supporting and taking an active role in implementing health safety and wellbeing initiatives and return to work efforts.
- Ensuring individual interests are protected and facilitating workplace equity, wellbeing and balance.
- Addressing business specific People and Culture needs

The Business Partner will have a priority focus on supporting the Senior Manager P&C with:

- Improving business recruitment processes and supporting business leaders with changed employee and volunteer human resources life-cycle processes (particularly recruiting and on-boarding) arising from the implementation and consolidation of human resources management systems.

## 3. Scope

**Budget:** nil

**People:** nil

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### 4. Relationships

#### Internal

- Senior Leadership Team (SLG)
- Division staff at all levels
- P&C Operations, Organisation Development and Workplace Relations
- Quality and Program Performance (particularly safety and return to work)

#### External

- Applicants and candidates
  - Volunteer associations
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### 5. Key responsibility areas

#### Functional

- Be a People and Culture ambassador, advocate and champion.
- Coordinate and deliver local recruitment campaigns in accordance with business demand and organizational recruitment protocols, procedures and practices (utilizing Page Up e-recruitment and on-boarding).
- Coordinate effective on-boarding and local induction and assimilation activities in accordance with organizational protocols, procedures and practices.
- Deliver organizational training as required by Lead Business Partner and in consultation with Organisation Development
- Work closely with business leaders to reduce reliance on external agency resources (where relevant).
- Deliver core 'front-line' employee and volunteer life-cycle products and services.
- Support business leaders assimilate to new electronic employee and volunteer life-cycle processes
- Coordinate (and take an active role) in the resolution of employee relations matters in strict accordance with employment related legislation and Uniting's policies, protocols, procedures and values and behaviours.
- Coordinate annual Performance and Development Planning processes and provide reports as required.
- Keep Lead Business partner abreast of employee relations activity, provide reports on request and promptly escalate complex or 'risk sensitive' matters.
- In consultation with the Workplace Relations team effect appropriate disciplinary action, including termination of employment in accordance with the delegations of authority.
- Support Lead Business Partner with the implementation of new and updated People and Culture initiatives (organisation development focus).
- Contribute to strong People and Culture team engagement, collaboration and teamwork locally and across all People and Culture teams
- Attend business meetings as required
- Form a community of practice with other business partners to ensure collaborative service delivery, consistency of approach and continuous people and culture support.
- Collaborate with Safety Coordinator(s) and Injury Management Coordinator(s) (Quality and Program Performance) to facilitate a positive workplace safety culture; respond to incidents (and provide pastoral support); and provide regular support to employees (injured at work) through all stages of the workers compensation and return to work process.
- Address business specific People and Culture needs
- Undertake projects and initiatives as directed by Leadership

#### 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.

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- 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.

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### 6. Person specification

#### Qualifications

- Relevant tertiary qualifications (bachelor's degree) in a human resources management related discipline, including human resources, behavioural psychology, business, social science or organization development (mandatory)

#### Experience

- Strong generalist human resources experience in a similar position
- Previous experience human services related experience in not-for-profit and/or non-government (NGO) organisations.
- Good experience resolving complex and diverse employee relations matters.
- Good knowledge of workplace and employment related legislation and regulation. Policy and practice
- Good knowledge of leading practice human resources practice

#### 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, particularly unions.
- **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.

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### 7. 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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **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.**

Approved by: Head of People and Culture	Page 3 of 4	Division: People and Culture
Date Approved: October 2020	Printed copies of this document are not controlled.	Next Review Date: October 2021

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### 8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>