

# Position Description

<b>Title</b>	People & Culture Business Partner
<b>Business Unit</b>	People & Culture
<b>Location</b>	Gippsland (Sale) but will also consider Melbourne (Mt Waverley)
<b>Employment type</b>	Full Time, Ongoing
<b>Reports to</b>	Lead Business Partner, People & Culture

## 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 People & Culture Business Partner provides 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

## Position Description P&C Business Partner

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### 2. Scope

**Budget:** Nil

**People:** Nil

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### 3. Relationships

#### Internal

- Operational management and employees 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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### 4. Key responsibility areas

#### Service delivery

- 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

## Position Description

### P&C Business Partner

#### 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.

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## 5. Person specification

#### Qualifications

- Relevant tertiary qualifications (minimum Bachelor's degree) in a human resources management related discipline, including human resources, behavioural psychology, business, social science or organisational 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
- Extensive experience resolving complex and diverse employee related matters
- Sound understanding of workplace and employment related legislation and regulation and its application in practice
- Excellent knowledge of contemporary 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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### 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: