



Position description: HR / IR Advisor

Baptcare is a purpose driven and faith based organisation working across Victoria, Tasmania and South Australia, providing residential and community care for older people and support to children, families, and people with disability, financially disadvantaged people and people seeking asylum.

ROLE PURPOSE

The primary purpose of this role is to provide effective, accurate and timely human resources and industrial / workplace relations support, advice and coaching to managers and employees across the organisation, under the guidance of the Strategic HR Business Partner. This role has a generalist focus, working across all aspects of human resources, including policy development, talent management, learning and development, coaching and mentoring, performance management, industrial relations and administration. This role will also drive key initiatives and projects.

Part A: Organisation

Baptcare's Vision, Mission and Values

Mission: Partnering for fullness of life with people of all ages, cultures, beliefs and circumstances.

Vision: Communities where every person is cherished.

Our Mission and Vision are lived through our WE CARE values:

We care about...	Our Customers We care about...	Our Team We care about...
Wellbeing	... You living your life with meaning, we partner with you to enhance your health, safety, comfort and spirituality.	... Strengthening our teams by cultivating a safe and encouraging work environment that enables personal growth.
Ethics	... Being genuine with you, leading with integrity and fulfilling Baptcare purpose in harmony with community expectations.	... Being inspired by justice. We act with integrity and do the right thing by our customers and each other in light of current and future needs.
Co-creating	... Building personalised and innovative solutions with you and our allied partners, with your goals as our shared focus.	... Building an exciting future together with our customers in focus, by empowering everyone to contribute and encouraging adaptability, creativity and collaboration.
Accountability	... Fulfilling our commitments to you and accepting our responsibilities to continually improve.	... Fulfilling our commitments and responsibilities, using our resources wisely and being able to reflect, speak up and adapt when needed.
Respect	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.	... Understanding and embracing your individuality, standing up for your equality and protecting your dignity.
Effectiveness	... Being focused on achieving the best outcomes for you, with you.	... Ongoing improvement in the focus of our people and resources to achieve positive outcomes for our customers.

We engage leaders who engage with and from the heart of our mission. We only engage employees who can deliver on our mission.

Baptcare is committed to being a child safe organisation by ensuring that all staff who work directly with children adequately maintain and update their knowledge of Child Safe Standards and provide protection to the children in our care.

Part B: Position specifications

Relationships

Division:	<i>People and Culture</i>
Reports to:	<i>Strategic HR Business Partner</i>
Internal:	<i>Service and Operations Employees People and Culture Other departments in the organisation as and when required</i>
External:	<i>Vendors / suppliers Unions Providers</i>



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Dimensions

Annual Operating budget:		NA
Staff	Direct	<i>Nil</i>
	Indirect	<i>Nil</i>

Delegations and authorities

Capital expenditure:	Nil
Operating expenditure:	Nil

Part B: Position specifications continued

Key Accountabilities

- Operational support, advice and coaching across the human resources spectrum
- Sound and timely employee relations advice and actioning
- Participate and undertake P&C and divisional operational projects for planned initiatives
- Administration and communication
- Workplace Health & Safety Responsibilities

Key Tasks

- Provide operational support, guidance and coaching to line managers and individual employees in areas such as employee relations, coaching, performance management, remuneration and benefits, job evaluation, compliance.
- Provide advice and support to managers in relation to workforce planning, employee development, succession planning including preparing and updating employee position descriptions, talent management initiatives and learning opportunities for employees and managers.
- Plan, coordinate and facilitate employee L&D programs that are aligned with business initiatives, including facilitating training for managers and employees on human resources practices and procedures as required.
- Under the guidance of the Strategic HR Business Partner, provide advice, coaching, feedback and support to the managers and employees to effectively manage culture, engagement and capability.
- Provide management advice or attendance in performance management meetings with employees and/or paired with appropriate performance and development plans.
- Provide accurate and timely advice on recruitment and change of status processes and other activities undertaken to get the right person in the right role at the right time.
- Ensure effective and timely communication with all staff to maintain ethical and transparent working relationships.
- Contribute to the development, implementation and monitoring of policies and procedures based on relevant legislation and contemporary HR management practices which provide an effective, consistent and timely delivery of HR services to support organisational objectives.
- Under the direction of the Strategic HR Business Partner, liaise with the People and Culture team and line managers to undertake or assist with specific initiatives, projects and assignments.
- ~~Responsible~~ for monthly / quarterly reporting to key stakeholders throughout the organisation in an accurate and meaningful manner.
- Travel to sites across Victoria, South Australia and Tasmania, metropolitan and regional areas as and when required.



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Workplace Health & Safety

- Visibly demonstrate work health and safety personal commitment to working with all Baptcare stakeholders in achieving a Zero harm workplace by complying with Baptcare's WHS policy, WHS Plans and procedures relevant to your working environment.
- Actively promote and foster constructive behaviours to enhance Baptcare's organisational safety culture, "*The safety standard you set is the one you just walked by*" by reporting hazards, incidents, injuries and near misses to the manager without delay.
- Co-operate with Baptcare in respect to any action taken by Baptcare to comply with legislative requirements
- Take reasonable care for your own health and safety and the health and safety of others in the workplace.

Part C: Person specification

Key selection criteria

- A well-developed knowledge of, and experience in the application of contemporary HR procedures and practices.
- Proven ability to interpret legislation, regulations, awards, industrial agreements together with policies and procedures.
- Proven capability to interact proactively with management and staff at all levels of the organisation in the resolution of HR / IR issues.
- Demonstrated competence in conceptual, analytical and problem-solving skills.
- Proven ability to contribute towards the development and implementation of HR programs, projects and initiatives to meet the objectives of the organisation.
- Excellent communication and interpersonal skills, including interviewing, coaching, negotiating and report writing.
- Ability to build collaborative relationships with multiple and diverse stakeholders.
- Strong attention to detail and a strong results orientation.
- Sound judgement and decision-making skills.
- Excellent time management and organisational skills, with the ability to priorities tasks.
- A high level of competency in the use of Microsoft Word, Excel and Power Point.
- Ability to work independently as well as being a supportive and contributing member of the P&C team.
- Wholeheartedly aligned with Baptcare's Mission, Vision and Values.

Qualifications

Essential:	Possession of or substantial progression towards a relevant tertiary qualification in human resources management, business or other relevant field of study. A minimum of 5 years relevant work experience.
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Desirable:	NA
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Other

Essential	<ul style="list-style-type: none"> • Satisfactory Police Check • Current Australian Driver's licence • Willingness to travel interstate at short notice. Willingness to travel to sites across Victoria.
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Desirable	
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Part D: Baptcare Expectations of Staff Behaviour

Expectation of behavior
<p>All staff play a key role in shaping and influencing workplace culture. This requires a consistent approach and commitment to the following:</p> <ul style="list-style-type: none"> • Treat everybody with respect and dignity and value people for who they are their unique contribution, irrespective of role or level in the organisation • Accept that I have a key role in representing the team I service to the broader organisation and for positively promoting the organisation to the team and in any external environment • Be clear and open about decision-making processes, wherever possible providing opportunities for others to be involved in decisions that affect their work. Give new ideas from others a fair hearing and proper consideration. Promote and role model an open, inclusive and collaborative approach • Take a proactive approach to workplace health, safety and staff wellbeing • Participate in staff learning and development and recognize the value of ongoing professional and personal development for myself • Actively encourage feedback from others about how I am going as a team member • Role model positive behaviours at all times and ensure that I choose my attitude when I come to work • Always behave ethically and with integrity • Be engaged and have fun at work

DECLARATION	
Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.
Employee	Name: Signature: Date: / /
Baptcare representative	Name: Signature: Date: / /