

Description

Job Title:	Manager, People Business Partnering
Ref No:	MAN47
Portfolio & Program:	People and Culture
Reporting Relationship:	Head of People Experience
Classification:	Salaried
Date:	March 2020

Our vision is justice, respect and fullness of life for all. Our purpose is; together we change lives.

Purpose

Lead a team of Business Partners ensuring all People and Culture initiatives are adopted, embedded, and support the operational and strategic needs of the business.

Key Result Areas

Leadership

- Lead the team to deliver on all People and Culture (P&C) initiatives, providing timely reporting on all activity, as required.
- Support and upskill Business Partners on all Human Resources (HR) related matters.
- Work closely with P&C senior leaders in regards to people initiatives and ensure volunteer, students and contractors are considered
- Lead and drive capability assessment, development plans, performance management and high potential initiatives across the business.
- In consultation with leaders, develop and implement reward and recognition initiatives.
- Oversee the induction and orientation program for all new employees.
- Foster and promote a positive culture of customer service and tailored support to meet individual portfolio needs.
- Support a high performance culture within the team and ensure performance is managed effectively, including the implementation of the performance management and training/development frameworks.

Operations

- Support the operationalisation of P&C initiatives, establishing clear processes, communication, implementation plans and reporting.
- Oversee HR operations and act as an escalation point for complex enquiries and policy interpretation.
- Contribute to the development and implementation of HR strategies, procedures and policies.
- Participate and lead HR projects that will add value to the organisation.
- Advocate and implement change management methodology and champion collaboration across the business
- Oversee the collaboration of all human resource functions, including learning and organisational capability building, talent and performance management, workforce design and planning and people experience to optimise our customer service to our internal customers.
- Oversee the budgeting cycle, establishing and maintaining an efficient and effective framework.
- Analyse financial reports, define risks and implement appropriate responses.

Strategy

- Work with the Business Partners on actionable strategic deliverables including communication, training, development and change management plans.
- Ensure the approach of the Business Partnering team is value adding and in line with core values and strategic direction.
- Support the Business Partners to develop people and change management plans that maximise adoption, minimise resistance, and meet legislative obligations.
- Proactively seek opportunities to add value and support leaders to engage in transitioning their teams to align with the cultural changes.
- Develop and monitor people related activities across the organisation's various projects by effective reporting, and monitoring of engagement.

Work Health and Safety (WH&S)

- Contribution to the positive growth of the organisation's safety culture through active participation in safety initiatives, such as proactive identification and reporting of incidents, hazards and near miss events
- Ensure processes are in place for work to be carried in a safe manner and that Work Health and Safety action plans are developed and implemented, with regular workplace inspections and audits being conducted
- Ensure all reported workplace incidents, including near misses, hazards and accidents, are investigated, risks are assessed and control measures are implemented in consultation with Work Health & Safety Representatives and staff
- Support and rehabilitate injured workers in accordance with AnglicareSA Injury Management Manual and associated policies and procedures

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- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
 - Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
 - To be physically and mentally capable and report to work in a fit state to perform all duties.
 - Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.
 - Have evidence of my right to work in Australia

- National Police History Check Willing to work at other sites as required
- Out of hours guidance and attendance may be required Working With Children Check (WWCC)

Direct Reports: P&C Business Partners

Working Relationships: General Manager People and Culture, People and Culture team, senior leaders across the business.

Knowledge, Skills and Abilities

Qualifications

- Tertiary qualifications in Human Resource Management, Learning and Development, Psychology, Business Management or related discipline, or relevant experience.


Skills and Abilities

- Exceptional leadership skills, with the ability to communicate a clear strategy and direction, and support employees to achieve organisational and personal goals.
- Previous experience delivering contemporary generalist Human Resources services.
- Effective stakeholder management skills and ability to establish and maintain strong relationships.
- Ability to clearly communicate to a variety of audiences across the organisation.
- Ability to influence others to move toward a common vision or goal.
- Flexible and adaptable, able to work in ambiguous situations.
- Astute business acumen skills and an understanding of complex organisational issues and challenges.
- WH&S knowledge and skills suitable for the position.
- Work within a team environment in accordance with AnglicareSA values.

Approval and Acknowledgement

Job holder Signature: Date:

Print Job holder Name:

General Manager, People and Culture 

Date: 10/3/20