



People and Engagement Business Partner

Caf's Wide – Position Description

Version: 1.000000

Owner: People and Engagement

Stage: Issued

Our Vision

Wellbeing, safety and respect for all children and families.

Our Mission

To deliver quality services with positive outcomes for the communities we serve.

Our Values

We believe in **respect**. We have empathy and compassion for the communities we serve and we work to empower people.

We embrace **collaboration**. We celebrate inclusiveness and we work together to make a difference, creating strong partnerships with our stakeholders.

We are leaders in **innovation**. We have the courage to try new things, to be creative and go above and beyond for the individuals and communities we serve.

We have **integrity**. We believe in doing what's right, acting ethically and with honesty.

Position Overview

Summary:	The People and Engagement Business Partner forms part of the People and Engagement team. The People and Engagement Business Partner provides management support, guidance and coaching services in the breadth of Human Resource services to a specific workforce grouping within Caf's. The People and Engagement Business Partner will also lead a specific Human Resources function/program and mentor others members of the team in that lead program.
Qualifications:	Tertiary qualifications (Diploma or Degree) in Human Resources or Business studies.
Experience:	At least 5 years' experience in a generalist HR role
Reports to:	Executive Manager People and Engagement
Direct Reports:	NIL
Classification:	Common law contract
Other Requirements:	A current Victorian Drivers licence

Organisational Overview

Caf's has a long history of supporting communities, dating back to 1865 with the Ballarat Orphanage and Ballarat Children's Home. Whilst our programs and services have changed and expanded significantly since these early days, we remain committed and passionate to helping children, families and individuals in need and are proud to be a committed child safety organisation as well as White Ribbon and Rainbow Tick accredited.

Service Delivery:

- Become deeply familiar with the business, purpose, context, needs, strengths, opportunities and workforce challenges, of the assigned workforce grouping (s).
- Integrate the above knowledge with HR technical knowledge and skills, and in partnership with line managers, customise solutions that meet the workforce challenges of the assigned workforce grouping (s) to support Cafs service outcomes.
- Provide a range of services, advisory, guidance, coaching, to line managers to support them in facilitating quality manager relationships within Cafs.
- Be the first point of contact for all People and Engagement related matters with employees in assigned workforce grouping (s).
- Provide customised and specific workforce reports as required to managers within assigned workforce group (s).
- Contribute relevant updates on assigned workforce grouping (s) to relevant management meetings.
- Lead the development and manage the review and continuous improvement of a HR Program on behalf of Cafs management that is strengthened through the integration of Cafs manager's lived experience, understanding of Cafs role in the sector and as a regional employer, and contemporary HR Practices.
- Act as the architect in developing corporate frameworks and key documentation for assigned HR Program portfolio.
- Partner with other People and Engagement Business Partners in the implementation and awareness of People and Engagement related matters relating to assigned HR Program portfolio.
- Partner with the Learning Development and Employee Compliance Lead to ensure all People and Engagement related matters relating to assigned HR Program portfolio, are integrated into Cafs Employee Compliance Framework and development offerings are considered and provided where appropriate.
- Partner with other HR Program portfolio leads to ensure seamless integration of key systems, processes, and practices along the employee lifecycle.
- Mentor the People and Engagement Business Partner assigned to the HR Program portfolio in a Learn/support capacity, in the technical and leadership aspects relating to the specific assigned portfolio.
- Take on a Learn/support role to other People and Engagement Business Partners in their assigned HR Program portfolio management.
- Treat this learn/support role as ongoing professional development where portfolios will be assigned on interest/need.
- Shadow the lead in their management of the assigned HR Program portfolio.
- Take on the lead portfolio expectations for assigned HR Program portfolios during their leave.

Networking, Promotion and Community Development:

- Develop a strong and supportive mutual relationship with funding bodies, accreditation bodies, RTOs, HR providers and other key stakeholders.
- Represent Cafs at appropriate forums and activities as and when required.
- Promote Cafs programs to the wider community, in line with Cafs marketing, organisational and regional strategies.
- Liaise with other community agencies to develop and maintain appropriate working relationships and alliances.
- Promote advocacy relevant to program/team areas and Cafs generally.

Teamwork:

- Actively engage and work with others within your portfolio and/or across other portfolios to achieve positive outcomes.
- Establish and maintain strong professional working relationships with the Cafs leadership team and Cafs people.
- Take responsibility for the space you share with others.
- Contribute towards successful communication across the organisation.
- Contribute towards positive motivation, particularly in times of change.
- Operate within required legislation, ISO and program/team standards.

Organisation:

- Act and encourage others to act, in a way that is aligned with Cafs vision, mission, values and guiding principles. You will work with respect, embrace collaboration, lead and foster innovation and act with integrity.
- Ensure teams and individuals demonstrate total commitment to Child Safety and child safety matters.
- Ensure the promotion of respectful relationships and gender equality within the workplace and demonstrate a culture of zero tolerance of violence against women.
- Ensure team and individual adherence and commitment to the Cafs Code of Conduct and Cafs Child Safety Code of Conduct.

Individual:

- Undertake work and duties under limited direction and with integrity.
- Understand and commit to the purpose and objectives of the program/team.
- Work to timeframes and within relevant delegations of authority.
- Take responsibility for everything you do and say.
- Actively engage in reflective practice and a culture of continuous learning and development.
- Participate in supervision with your responsible manager and actively lead your own professional development in line with the organisational objectives and those set with your manager.

Leadership:

- Lead by example at all times.
- Provide high level leadership to client service practitioners and Cafs people across the organisation
- Develop and engender processes that promote professionalism and enthusiasm in individuals and teams.
- Build and maintain trusted partnership and coaching relationships across Cafs to drive the implementation of agreed People and Engagement initiatives and strategies.
- Assist with the provision of expert and relevant People and Engagement advice and support to the leadership team on strategies to embed People and Engagement leadership, initiatives, culture and improved standards in the workplace.
- Build and maintain cohesive teams within allocated programs and across all other programs, teams and departments within Cafs as required.
- Provide leadership, direction and management across the organisation, particularly in relation to the implementation of Cafs People and Engagement activities.
- Actively develop processes and capacity for continued coherent health, safety and wellbeing practice across Cafs.

Health and Safety:

- Actively participate in the safety and wellbeing function within Cafs.
- Display responsibility for self, team and environment.
- Demonstrate positive approach to own safety and safety of others.
- Ensure self and team adherence to Health, Safety and Environment practices, procedures, instructions and rules at all times holding teams/Cafs people accountable where these are not followed.
- Ensure self and team compliance with all EO and legislative requirements through Cafs relevant policies and procedures holding teams/Cafs people accountable where policies and procedures are not followed.
- Identify and report hazards, risks and incidents in a timely manner; identify patterns in reporting and assist with investigations for serious and repetitive matters.

Accountabilities

Specific Responsibilities

Quality and Continual Improvement:

- Participate in audit processes, ensuring corrective actions are captured and acted upon.
- Participate in change management and Quality and Continual Improvement processes, ensuring the development and implementation of documentation supports synergy in and across programs areas to meet legislation, standards, funding requirements and Cafs values to improve outcomes for Cafs people, client and service users.
- Align continuous quality improvement and compliance frameworks to the preparation, communication, and execution of operating objectives, plans and programs.
- Ensure Cafs Risk Management policies and procedures are managed within the workplace and community.
- Provide an environment that encourages the identification of opportunities for improvement in Quality and Continual Improvement.
- Adhere to Cafs policies and procedures at all times; reporting where policies and procedures are not followed.

Working Conditions

Physical:

This position is predominantly desk based role. The role may be located in multi-storey buildings, single storey building or building not under Cafs control. The incumbent will be required to travel in company vehicles and public transport around the Central Highlands region and possibly Victoria to provide People and Engagement services, to attend meetings, forums, professional development *etc.*

Psychosocial:

Cafs program areas deal with clients with traumatic backgrounds, including abuse, family violence *etc.* The incumbent needs to be able to assess safety and risk factors for employees suffering vicarious trauma, assaults by clients, personal psychosocial conditions *etc.* The incumbent needs to be resilient and able to recognise and administer self-care and be aware of and recognise when these are impacting on Cafs people.

Environmental:

This position will predominantly be based in an office. However, the incumbent may be required to travel across the Grampians region to deliver People and Engagement initiatives and intra state for training, meetings *etc.*

Mandatory Requirements

Work within the ethos of Cafs as expressed in its Vision, Code of Conduct and Values and in accordance with legislative requirements, organisational policy/procedures and relevant standards of professional practice. Mandatory requirements before employment and to be maintained during employment are:

- Completion of relevant/required qualifications with originals sighted by authorised officers of Cafs
- An employment status Victorian Working with Children Check.
- A National Police check (with no relevant disclosable outcomes).
- A signed International Police Declaration.
- An International Police Check if required (with no relevant disclosable outcomes).
- A signed Cafs Code of Conduct.
- An Oracle Out of Home Care registration (Residential Care Only).

Acknowledgement

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description.

Employee Name: _____

Employee Signature: _____

Date: _____