

People, Culture & Capability Business Partner

People, Culture & Capability

Reports to: Chief Operating Officer

Employment Conditions: Full Time

Direct reports: 1

Award: SCHADS 2010 Level 6

Employee signature:

Date signed:

Program Objectives

We see the world through an Advantaged Thinking lens where we seek to leverage the strengths and talents of every individual. The People, Culture & Capability (PC&C) function is responsible for the provision of support and advice in people-related activities. This includes the development and maintenance of appropriate processes, practices, policies, systems and documentation; driving ongoing development of a respectful, supportive and performance-based organisational culture; ensuring the organisation has the right employees in the right roles to achieve high-performance delivery of its commitments to consumers, funding bodies and the community; ensure training and learning opportunities enable best-practice service delivery; and the provision of support and expertise in the strategic long-term direction of Colony 47's Programs.

Position Objectives

The PC&C Business Partner (PC&C BP) provides generalist support and advice to the Colony 47 Leadership Group (CLG) and Colony 47 staff. This includes ownership of a range of people-related practices (recruitment; induction & onboarding; industrial & employee relations including health safety & wellbeing and worker's compensation; performance, learning & development; offboarding etc.); oversight of relevant reporting on a range of people metrics; oversight of the effective and efficient utilisation of systems and record management (including employee files) and the identification of improvement opportunities and the presentation of solutions for consideration.

Level of Responsibility and Supervision

The PC&C BP reports to the Chief Operating Officer with additional informal leadership from the Organisation Transformation Manager. The role operates within a small team environment, with a high degree of autonomy within the key tasks and duties described below. The PC&C BP is responsible for the leadership of the People & Business Services (PBS) Administrator role.

Advantaged Thinking

Practice Areas

PLACES

Environment and locations; what places inspire me and make me feel I belong?

PEOPLE

Staff and communities; what people enable me to succeed?

OPPORTUNITIES

Experiences and programs; what things help me spot, develop and promote my talents?

THE DEAL

Investment & commitments; What grows my understanding of having a real stake in society?

THE CAMPAIGN

What shows that I'm valued as an individual with talents?

Key Position Responsibilities & Accountabilities

Service Delivery:

- Establish and maintain trusting, respectful and productive relationships with all Colony 47 staff
- Provision of generalist expertise, support and advice through proactive business partnership with the leadership team and staff
- Enable the PC&C function to deliver high quality outcomes that drive improved ability of staff to deliver high-impact services
- Establish and maintain relevant reporting to inform leadership and Board decisions
- Lead the PC&C contribution, in collaboration with the Business Services team, in the design, implementation and maintenance of a new Finance & HR system
- Establish Service Level Agreements for a range of PC&C responsibilities or areas of expertise with the Operational Divisions
- Manage a range of relationships with key external stakeholders including unions, legal advisors, recruiters, worker's compensation broker and insurers etc.
- Leverage relationships with peers in other CSOs and peak bodies to develop collaborative advocacy and improvement approaches
- With the Professional Growth & Development Facilitator, co-ownership of learning and training platforms and delivery

Leadership Focus:

- Leadership of the PBS Administrator role
- Demonstration of exemplary leadership, engagement and behaviours aligned with a strengths-based, goal- and impact-focused mindset
- Promotion of a safe and healthy workplace for all Colony 47 employees and stakeholders
- Financial management of Colony 47's Leadership & Training budget and the PC&C externally-focused budgets, including adherence to budget
- Exercise exemplary and consistent levels of discretion and professional judgement, appreciating the nature of much information managed in this role is of a private and sensitive manner
- Demonstration at all times of leadership driven by integrity, compassion and respect for others

Contribution to the team:

- Commitment to working and leading through Colony 47's Values, leading by example and acknowledging others when doing the same
- Sharing insightful, relevant information gained through training and development activities
- Ongoing enablement of an Advantaged Thinking workplace: a theoretical framework which brings together the theories of strengths-based approach, capabilities framework, positive psychology, asset-based community development and social capital
- Commitment to working through a person-centred and solutions-focused approach incorporating a future-focused, goal-directed approach that highlights the importance of searching for solutions rather than focusing on problems

Values

To be successful in dealings with our colleagues and the community, all employees are required to act in accordance with the Colony 47 Values:

PEOPLE FIRST

We see the potential in everyone and invest in them to achieve their goals.

ENGAGING

We are kind, compassionate and open in the way we engage with ourselves and others.

LEADING & CREATING A LEGACY

We take the opportunity to lead and resolve social issues to create our legacy.

LEARNING & GROWING

We learn from our mistakes and challenge ourselves to include, listen, learn and create a better way.

GROUNDING & REAL

We stay grounded by listening and understanding the stories of people's journeys in life.

HAPPY, HEALTHY & HAVING FUN

We are happy, healthy and have fun in celebrating people's success.

Essential Position Requirements & Qualifications

Education, Certifications & Qualifications:

- Bachelor of Human Resources or other field (i.e. Arts, Commerce) with considerable experience in HR roles; or
- Other Bachelor Degree with significant experience in HR roles that have built deep technical expertise across a range of HR functions; or
- Diploma of Human Resources with significant experience in HR roles that have built deep technical expertise across a range of HR functions.

Demonstrated experience:

- A minimum of 5 years of experience within HR/P&C roles either in generalist BP roles or across a range of HR functions
- Working within a Community Sector Organisation or other environment with a high proportion of social work-, community services-, counselling- or mental health-trained staff (highly desirable)
- Leading and influencing without formal authority
- Adaptability and agility: working comfortably through change and ambiguity

Specific skills & Knowledge:

- Exceptional written, verbal and inter-personal communication skills including negotiation, mediation, stakeholder management, reports and business cases and accurate written records for internal and external distribution
- Strong technical knowledge of local industrial relations, worker's compensation and work, health & safety legislation and best practice
- Ability to working autonomously and calmly in high-pressure environments, utilising strong time management skills
- Highly developed interpersonal skills and ability to build respectful, productive relationships with a wide range of people and personalities
- Sound ICT skills and knowledge: Word, Excel, Outlook, SharePoint in addition to the ability to quickly learn relevant new ICT tools (i.e. HR systems and reporting)

Personal characteristics:

- Strong self-care, resilience and self-reflection practices
- High degree of emotional intelligence: self-awareness, self-management, social awareness and relationship management
- Demonstrated empathy and compassion, while respecting and maintaining personal and professional boundaries

Licenses & Additional Requirements:

- Current satisfactory National Police Check
- Current Working with Vulnerable People card
- Current Australian driver's license

Advantaged Thinking

7 Tests

At Colony 47 we work from an Advantaged Thinking approach and believe that everyone has a talent and the ability to be someone positive in life.

The 7 Tests of Advantaged Thinking serve as a series of interconnected 'lenses' through which we can explore how and where Advantaged Thinking might be applied to common organisational approaches.

To be successful in the way that we operate you need to consider:

1. How you TALK about people
2. How you UNDERSTAND people
3. How you WORK with people
4. How you INVEST in people
5. How you BELIEVE people
6. How you INVOLVE people
7. How you CHALLENGE people

Key Selection Criteria

1. Demonstration of strong technical Human Resource and People & Culture skills across a range of functions including, at minimum: industrial and employee relations; Tasmanian Worker's Compensation; partnering with and provision of expertise to leadership teams; performance management
2. Demonstrated ability to adopt a creative, solutions-focused approach that leverages strengths and opportunities
3. Understanding of a range of challenges faced by teams working within the Community Services Sector and/or Not for Profit organisations
4. Experience in the design of data collection, collation and analysis to assist in impact evaluation and decision making
5. Ability to make timely decisions in complex, high pressure situations without knowledge of all relevant information
6. Demonstration of de-escalation and conflict resolution, negotiation and/or mediation skills – especially in complex staff situations and with external stakeholders
7. Ability to manage myriad competing priorities and demonstration of comfort working within constantly changing environments

Organisational and Working Environment

All employees of Colony 47 must abide by the Colony 47 CODE OF CONDUCT.

All employees take responsibility for your own health and safety and that of others in the workplace and complying with Colony 47 health and safety POLICIES AND PROCEDURES.

Performance and progress will be continuously reviewed using the Colony 47 PERFORMANCE MANAGEMENT PROCESS.

Employees are covered by the Colony 47 Incorporated ENTERPRISE BARGAINING AGREEMENT 2017.

As a not-for-profit organisation our employees have access to SALARY SACRIFICE and a range of other benefits.