

<b>Position Title:</b>	People & Culture Operations Partner
<b>Location:</b>	Brisbane Head Office – Milton, Queensland
<b>Reporting To:</b>	People & Culture Lead
<b>Level:</b>	5
<b>Abt Associates Values:</b>	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p><b>Mission.</b></p> <ul style="list-style-type: none"> <li>• I am driven by Abt’s mission to improve the lives of people worldwide.</li> <li>• I contribute directly to and positively affect our financial health to expand our mission and sustainable impact around the world.</li> </ul> <p><b>Excellence.</b></p> <ul style="list-style-type: none"> <li>• I approach my work with discipline and rigor while seeking opportunities for continuous improvement and development.</li> <li>• I set high expectations for myself and others, and take responsibility to coach and teach others.</li> <li>• I will be entrepreneurial and actively pursue innovation, and encourage others to do the same.</li> <li>• I seek to achieve the best outcomes, to maintain Abt’s reputation for excellence, even if the path is uncomfortable.</li> </ul> <p><b>Diversity.</b></p> <ul style="list-style-type: none"> <li>• I value individuals of all races, ethnicities, religions, genders, sexes, sexual orientation and identity, ages, mental and physical abilities, and nationalities.</li> <li>• I actively build a diverse Abt community that collaborates with and reflects those we serve.</li> <li>• I empower and create opportunity, so all voices are heard regardless of background and experiences.</li> </ul> <p><b>Respect.</b></p> <ul style="list-style-type: none"> <li>• I work to earn, build, and sustain trust.</li> <li>• I treat people with respect regardless of their position or their agreement with me.</li> <li>• I consider the impact that my words, actions, and decisions have on others.</li> </ul> <p><b>Integrity.</b></p> <ul style="list-style-type: none"> <li>• I do the right thing, even when no one is looking.</li> <li>• I am accountable for my choices and actions, and I honor my commitments.</li> <li>• I seek to understand and learn from mistakes.</li> </ul> <p><b>Balance.</b></p> <ul style="list-style-type: none"> <li>• I can flex when I work, where I work, or how I work to meet both personal and professional commitments.</li> </ul>

	<ul style="list-style-type: none"> <li>• I contribute to an environment where my colleagues can experience balance.</li> <li>• I must balance all of Abt’s stakeholders’ interests in my decision making.</li> </ul>
<b>Duty Statement:</b>	<p>The People &amp; Culture (P&amp;C) Operations Partner will work closely with the P&amp;C Leads to provide broad HR generalist support to a geographically dispersed client group.</p> <p>The position will include key focus on HCM implementation including stakeholder engagement, user training and acceptance; contribute to P&amp;C strategic initiatives and policy development, manage recruitment and selection as required, provide advisory support for employee relations, coordinate cyclical performance reviews, coordinate workplace health and safety; and provide support for ad hoc P&amp;C projects as required.</p>
<b>Specific Duties:</b>	<p>Working closely with People &amp; Culture leads (as required) to:</p> <ul style="list-style-type: none"> <li>• Support the Abt Global Employment Operations (GEO) Project and contribute to the design, development, implementation, and maintenance of the new global cloud-based HCM system</li> <li>• Coordinate HR reporting, metrics and governance documents as required</li> <li>• Manage cyclical performance planning &amp; reviews, coaching managers and staff on best practice, support performance analytics and the identification of top talent</li> <li>• Contribute to the research, review and development of P&amp;C strategic initiatives and policy development with a focus on diversity and inclusion, to drive business improvement and enhance organisational culture</li> <li>• Support end-to end recruitment and selection as may be required; partner with hiring managers to understand hiring requirements, develop and refine position descriptions and enhance quality of hires</li> <li>• Manage the contracting and onboarding of corporate staff</li> <li>• Act as a trusted advisor to corporate staff on IR/ER matters, to resolve workplace issues or concerns</li> <li>• Provide close business partner support for our corporate and program leaders by engaging in business partnering initiatives and opportunities</li> <li>• Implement workplace health and safety best practices to manage and ensure safe and healthy work environments at each of Abt’s corporate office locations</li> <li>• Undertake any other reasonable duties as requested, including ad hoc project as may be required.</li> </ul>
<b>Key Requirements:</b>	<p>To be successful, the ideal candidate will share our values, be approachable, professional, agile and self-motivated with great communication and interpersonal skills. They will also have:</p>

	<ul style="list-style-type: none"> <li>• Bachelor level qualifications in human resources or a related field</li> <li>• 5+ years' experience in a HR generalist role with demonstrated hands-on experience in managing and delivering HR operations for geographically dispersed client group</li> <li>• Proven experience in HCM system implementation (preferably Oracle) including user training and acceptance</li> <li>• Demonstrated ability in HR policy development, end to end recruitment and selection, coordination of best practice cyclical performance reviews</li> <li>• Ability to influence and negotiate with senior managers and diverse employees, ability to engage at all levels and build trusted relationships – a true business partner</li> <li>• A thorough working knowledge of the Fair Work Act, National Employment Standards and modern awards</li> <li>• Advanced skills in Word, PowerPoint and Excel</li> <li>• Commercial thinking with excellent problem solving and analytical skills</li> <li>• Strong communication skills both verbal and written.</li> </ul>
<p><b>Core Competencies:</b></p>	<ul style="list-style-type: none"> <li>• Delivers results</li> <li>• Builds internal and external customer satisfaction and loyalty</li> <li>• Develops people</li> <li>• Communicates</li> <li>• Sets vision and direction</li> <li>• Demonstrates sound financial and business-related practices</li> <li>• Builds teams and cooperation</li> <li>• Promotes technical excellence and quality</li> <li>• Promotes diversity</li> <li>• Acts as a role model.</li> </ul>