

POSITION DESCRIPTION

Position Title	Senior HR Business Partner
Reporting To	Manager – People, Capability & Culture
Classification	Corporate Support Services Level 5
Team	People, Capability & Culture
Direct Reports	N/A
Date	May 2021

POSITION OVERVIEW

Reporting to the Manager – PC&C, you will join the existing Senior Business Partners to apply a service support approach in providing guidance and advice for national operations. You will build collaborative partnerships with managers at a strategic level, respond to complex staffing issues, provide tailored IR/ER advice and build local leadership capacity to achieve engaged, high functioning teams.

Drawing on your expertise in leadership and contemporary HR thinking, you will have input into strategic workforce and organisational development initiatives and projects as well as HR policy development and implementation. The position works in partnership with the broader PC&C Shared Service function, including Work Health and Safety, Business Partners and Payroll.

THE POSITION

Key position Responsibilities, Duties and Accountabilities

- Displaying a deep technical understanding of all ER processes and procedures and being able to advise and guide the business around those processes
- Providing tailored timely advice and recommendations to internal stakeholders on all HR matters, including but not limited to; Performance & Development, Employment Relations, Contractual matters and Grievance/Investigation matters
- Develop and maintain a strong working relationship with State, Regional and Service managers for operational effectiveness
- Understanding the local context and working environment across your state portfolio to proactively identify areas of improvement
- Effectively employ a coaching and collaborative approach to empower managers in dealing with staffing issues
- Effective end to end case management of people issues relating to conduct, performance management, grievances and absence management
- Effective stakeholder management across the organisation to support and promote a strong understanding of employee relations practices and the supports available

- Demonstrate an ability to review multiple awards and conditions, reference applicable acts and source relevant resources to support advice and actions
- Participate or take a lead role as directed, in planning, co-coordinating, and evaluating a range of projects as these arise
- Ensure records management obligations are met, in accordance with Neami National policies and procedures. This includes the retention of hardcopy and/or electronic records and ensuring files are accurate and kept up-to-date
- Commitment to understand consumer data requirements and the role of data, monitoring, evaluation and research activity in organisational culture, operations and strategy
- Commitment to support activities related to planning, collection, analysis, reporting and use of consumer data
- Use of data, monitoring, evaluation and research to continuously improve service provision, organisational functioning and the strategic directions

ORGANISATIONAL ACCOUNTABILITIES

- Act at all times in accordance with the Neami National code of conduct
- Work in accordance with Neami National policies and procedures, including adhering to policies on Privacy and Confidentiality and Records Management
- Follow safe work practices for self and others and comply with Neami National Occupational Health and Safety management processes
- Ensure risks are identified, reported, documented and appropriately managed in accordance with Neami Group policies to ensure safe and effective services.
- Proactively work towards achieving individual and team goals, whilst demonstrating Neami National core competencies and values
- Actively engage in Professional Development opportunities and embrace learning opportunities
- Take an active role in promoting and generating quality improvements processes within your area of responsibility and more generally across the organisation
- Have a commitment to promoting a diverse and inclusive environment for all staff, consumers and carers.
- In addition to the position description accountabilities, all staff are expected to undertake any reasonable tasks as directed

THE PERSON

Experience, Knowledge, Qualifications, Skills and Attributes

Essential

- 5+ years of experience in a HR Business Partner role or similar position
- Formal tertiary qualification in Human Resources or related field
- Experience within an operational or Shared Services function
- Experience with Enterprise Agreement industrial instruments and case management
- Demonstrated success in liaising with stakeholders to achieve HR business objectives (including, but not limited to; talent, policy advice, performance and remuneration)
- Understanding of current HR Legislative and regulatory framework
- Proven ability to diagnose HR issues and to escalate accordingly
- Deep understanding of employment compliance federal & state, WHS legislation and Fairwork Act
- Excellent written and verbal communication skills, coupled with strong interpersonal, negotiation, influencing, and presentation skills.
- Proven ability to work autonomously with minimal supervision and to prioritise multiple tasks to meet conflicting deadlines.
- Proven ability to maintain confidentiality and build trust to deal with sensitive and difficult situations in a diplomatic manner

- Strong problem solving and analytical skills and ability to think creatively, looking at complex situations through a solutions-focused lens.
- Ability to work productively in a fast paced and agile environment

Desirable

- Experience working within the Not-for-profits sector

Probity

- Full working rights in Australia
- National Police Check (and International Police Check if applicable)

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined above in this position description.

Employee Name:

Employee Signature:

Date: