

POSITION DESCRIPTION

Version: 2.0 Date: 7/2021

Position title	People & Engagement Business Partner
Position reports to	Executive Manager People & Engagement
Direct reports	Nil
Mandatory qualifications	Tertiary qualifications (Diploma or Degree) in Human Resources or Business studies.
Desired qualifications	AHRI Certified Practitioner
Mandatory experience	At least 3 years' experience in a generalist HR role
Desired experience	Experience in the non for profit sector
Classification	Common law contract
Mandatory compliance requirements Mandatory requirements before employment and to be maintained during employment	<ul style="list-style-type: none"> • An employee Victorian Working with Children Check. • A satisfactory National and International (if required) Police check. • Proof of right to work in Australia. • Signed Cafs Code of Conduct and Child Safe Code of Conduct. • A current Victorian Drivers Licence.

Our vision	Our mission
Wellbeing, safety and respect for all children and families.	To deliver quality services with positive outcomes for the communities we serve.

Our values
<p>RESPECT - We treat all people, including ourselves, with dignity. We have genuine compassion for our colleagues and the individuals, families and communities we serve.</p> <p>INTEGRITY - We act ethically and do what is right – even if it's uncomfortable.</p> <p>COLLABORATION - We embrace collaboration. We celebrate inclusiveness and work together with the individuals and families we serve to make a difference in their lives.</p> <p>KINDNESS – We genuinely care about people and actively look for ways to offer a helping hand to those in need.</p> <p>INNOVATION - We encourage and explore different ways of working and fresh ideas to improve our practice and outcomes for those we serve.</p>

A little bit about Cafs
<p>Cafs was established in Ballarat more than 155 years ago, operating an orphanage and later a children's home. Cafs acknowledges the role it played in being complicit in the stolen generation and we have joined the National Redress Scheme as a demonstration of our willingness to own up to historic sexual abuse. Today Cafs is a contemporary organisation with a Board of Governance overseeing our strategic direction. Cafs is proud of its independence, with no religious affiliations and a focus on serving vulnerable children, young people and families across the Central Highlands. Our head office remains in Ballarat with outlying offices in Ararat, Bacchus Marsh and the Hepburn/Daylesford area. Our services are aimed at providing early help and intervention, targeted support and ongoing assistance. Cafs is a value driven organisation, which means we use our values to hold ourselves to account in how we work together and how we serve our clients.</p>

Job purpose

The People and Engagement Business Partner forms part of the People and Engagement team and provides management support, guidance and coaching services in the breadth of Human Resource services to a specific workforce grouping within Cafs. The P&E Business Partner is the key contact for this workforce grouping and utilises the expertise of the P&E Team's lead to ensure that a fully rounded HR service is provided to all Manager, team leaders and employees. 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.

Levels of authority

Decisions will be made in consultation with the Executive Manager and significant decisions will require approval from the Executive Manager. The extent of decision making will be as per the Cafs instrument of delegation, including financial, people and organisational decisions.

Inherent requirements of the role

- 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.
- Be the first point of contact for all People and Engagement related matters providing a range of services, advisory, guidance, coaching, to line managers to support them in facilitating quality manager relationships within Cafs.
- Provide relevant updates on assigned workforce grouping including customised and specific workforce reports as required to managers within assigned workforce group (s).
- Partner with People and Engagement Business Partners and Program Leads in the implementation and awareness of People and Engagement related matters relating to assigned HR Program portfolio. Including seamless integration of key systems, processes, and practices along the employee lifecycle.
- Partner with the Learning Development and Employee Compliance Lead to ensure all employee mandatory compliance requirements relating to your assigned HR Program portfolio are met.
- 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.
- 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, shadowing the lead in their management of the assigned HR Program portfolio and take on the lead portfolio expectations for assigned HR Program portfolios during their leave.

Cafs core requirements and accountabilities

- Adhere and operate within Cafs policies and procedures, legislative requirements and relevant standards of professional practice at all times.
- Commitment and alignment to the Cafs values and the Cafs Code of Conduct.
- Commitment to genuine Inclusion and Diversity.
- Commitment to Child Safety and adherence to Cafs Child Safe Code of Conduct.
- Commitment to No to Violence.
- Commitment to contributing to a positive team and organisational culture.
- Commitment to individual and organisational health, safety and wellbeing.

- Commitment and contribution to quality programs including auditing processes.

Requisite Capabilities: Knowledge and Skills

Partnering and co-creation:

- Build effective partnerships with the client/customer/community throughout problem-solving process to gain critical insights and develop effective solutions

Systems Thinking:

- Consider the wider context, break complex topics or situations into smaller parts to gain better insights and inform actions required

Policy Design and Development:

- Draw on data, evidence and insights to inform policy (or solutions in general) development; design services to meet client and community needs; Articulate the value of solution(s) proposed, resources required to gain support required

Critical Thinking and Problem Solving:

- Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions

Data Literacy:

- Utilise diverse data sources to improve the speed and quality of service delivery and decision-making processes

Political and Organisational Context:

- Understand the relationship between political dynamics, regulatory or legislative requirements and diverse stakeholder perspectives to ensure service need solutions are fit for purpose

Interpersonal Skills:

- Recognise and regulate one's emotions; understands interests and emotions of others achieve best outcomes possible in an authentic manner

Client/Customer Focus:

- Understand client/customer need, apply skills, knowledge and experience to deliver high impact services that address those needs

Requisite Capabilities: Personal attributes

Empathy & Cultural Awareness:

- Communicates well with, relates to and understands concerns from the perspective of people from a diverse range of cultures & backgrounds
- Pays attention to words, expressions and body language, shapes responses to individuals based on a range of information received

Flexibility:

- Adaptable, open to new ideas; recognising the merits of different options and acts accordingly
- Accepts changed priorities without undue discomfort

Relationship building:

- Establish and maintain relationships with people at all levels
- Forges useful partnerships with people across business areas, functions and organisations
- Builds trust through consistent actions, values and communication

Resilience

- Perseveres to achieve goals, even in the face of obstacles and remains calm and in control under pressure
- Copes effectively with setbacks and disappointments
- Accepts constructive criticism in an objective manner without becoming defensive

Client/customer focus

- Committed to delivering high quality outcomes for clients
- Actively seeks to meet client/customer needs and seeks ways to improve services

Conceptual and analytical ability

- Deals with concepts and complexity comfortably & uses analytical and conceptual skills to reason through problems
- Has creative ideas and can project how these can link to innovations

Details focus

- Observed fine details and identifies gaps in information
- Highlights practical considerations of plans and activities

Cafs Agreed Behaviours/Attributes

Respect – we strive to:

- Actively listen with an open heart and mind
- Empower people to have a voice and to be heard
- Have the courage to take a stand for human rights
- Speak positively to, and about, others
- Acknowledge and value peoples individuality, views and experiences
- Be non-judgmental and treat others equally without prejudice

Integrity – we strive to:

- Do what we say we will do
- Be honest and transparent with people and in all that we do
- Admit our mistakes, fix them, and learn from them
- Have genuine and authentic conversations
- Live the Cafs values when no-one else is watching
- Have a moral compass

Collaboration – we strive to:

- Work together to achieve common goals and better outcomes
- Actively seek and respond to feedback
- Empower individuals and families to be involved in decisions that impact them
- Encourage open and honest communication within and across Cafs teams
- Learn from each other's experiences
- Engage views of individuals and services external to Cafs

Kindness – we strive to:

- Be present and mindful in our interactions with people
- Listen with compassion to understand
- Generously share our time, knowledge and skills
- Be friendly and approachable
- Check in on others
- Consider other people's feelings and circumstances

Innovation – we strive to:

- Be curious and creative
- Use our collective knowledge and experience to create new ways of doing things
- Use cutting edge research to inform better and best practice
- Adapt our thinking and approaches for the best outcomes for our clients and communities
- Have the courage to make positive changes
- Consider all ideas and views – especially those different to our own