

Position Title: L&D Business Partner**Position Number:** POS202**Reports To:** HR Manager**Location(s):** Multiple Sites**PD Number:** PDPI001**Classification:** Band 5

Organisation Overview

Launch Housing has an ambitious agenda to achieve our vision of ending homelessness, providing a strong focused voice on homelessness driven by the values of Empowerment, Fresh Thinking, Agility, Leadership and Courage.

We are an independent provider of choice for clients and the 'go to' organization on homelessness for government, media, philanthropy, private donors and the community. Clients are at the centre of everything we do and are actively and meaningfully involved in the design, delivery and evaluation of services as well as our policy development, public advocacy and fundraising.

Through partnerships, research and evidence-based approaches, we will continue the tradition of pioneering new methods and fresh ways to develop sustainable solutions to homelessness.

To find out more, visit our website at <https://www.launchhousing.org.au/>.

Position Overview

Reporting to the HR Manager, the L&D Business Partner will lead a range of people-focused projects and activities aimed at ensuring our people are skilled and capable, that they are supported through their career journey with appropriate planning, training and development.

The role is also required to undertake the design, development, oversight, implementation and evaluation of development programs and activities, as well as to provide specialist advice to staff and leaders in relation to learning and development needs.

Direct Reports

- Nil
- May provide limited guidance to a limited number of lower classified employees and/or volunteers

Key Outcomes

Learning & Development Service Delivery

Success will look like:

- Continuous improvement of the Launch Housing induction program
- Lead the review and revamp of induction and onboarding procedures across the organisation
- Driving the learning experiences required for staff in line with our diversity and inclusion frameworks, including our Cultural Safety Plan
- Ensuring all staff have met their required training needs within the required timeframes
- Ensuring that organisational training obligations are met and recorded
- Creating and effectively implementing development programs and activities for a wide range of roles
- Ensuring the effective coordination of activities, setting of priorities and allocation of resources across the organisation to ensure maximum impact from the development activities

Stakeholder Support

Success will look like:

- Supporting managers in the business to lead high performing teams and increasing workforce capability
- Developing partnerships with service and training providers to enable shared learning opportunities across a range of capabilities
- Providing specialist advice to staff and managers regarding specific learning and development needs
- Working collaboratively with business areas to plan workforce learning and development requirements and oversee development processes

Data Integrity and Compliance

Success will look like:

- Providing timely and accurate reporting on L&D activities
- Conducting ongoing audits on compliance, and facilitate formal audits when required
- Ensuring L&D data is current and accessible to managers

One Team

Success will look like:

- Actively engaging in continuous improvement within the team
- Building and maintaining strong relationships within the team and Launch Housing
- Behaving in accordance with all Launch Housing policies and procedures, including the Code of Conduct
- Undertaking any other tasks as directed

Position Characteristics

Skills, Knowledge, Experience, Qualifications and/or Training

Incumbents in this position will undertake ongoing up-skilling both internally and externally.

This position requires the following:

- Advanced specialised knowledge related to the work area
- Extensive knowledge of work practices and policies relevant to the work area
- Working knowledge of statutory requirements relevant to the workplace
- Extensive knowledge of their workplace function and operation
- Working knowledge of administrative practices and procedures
- Working knowledge of wider organisational structures and functions

Organisational Relationships

Level of Supervision

The position is generally not supervised, unless undertaking specialised or complex responsibilities.

Level of Direction

Works under general direction.

Availability of Assistance

Assistance available on complex or unusual matters.

Extent of Authority

Involvement in the Development or Creation of Work Practices and Procedures

Involvement in establishing operational procedures which impact work activities, outcomes and operational activities.

Involvement in the Preparation of Budgets and Financial Reporting

Nil.

Freedom to Act

Employees adhere to established work practices. However, they may be required to exercise initiative and judgment where practices and direction are not clearly defined.

Monitoring of Work Outcomes

Work outcomes are generally not monitored directly, however someone in this position would be expected to report back to their manager.

Provision of Assistance

This role may provide moderate assistance to lower classified employees.

Problem Solving

Solutions to problems may require the exercise of some judgment, with guidance generally being found in procedures, precedents and guidelines.

Key Selection Criteria

- Relevant qualifications in HR and/or learning and development (desirable)
- Experience in a senior role in a learning and development function
- Excellent communication and relationship management skills
- Proven high level of professionalism and discretion
- Results orientated with a positive approach to issues resolution
- Demonstrated commitment to the values of Launch Housing and our mission to end homelessness