



POSITION DESCRIPTION

Title of Role:	HR Business Partner	Classification Level:	
Business Unit:	Human Resources	Type of Appointment:	Ongoing
Division:	Corporate Services	Position Number:	
Award Type:	Non Award		

YSAS Vision

A community where all young people are valued included and have every opportunity to thrive.

YSAS Purpose

To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

YSAS Values

Honesty	We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation.
Empowerment	We create a positive environment for staff and young people to make valuable contributions.
Accountability	We set high standards and we are answerable for our decisions and actions.
Respect	We respect the rights of others and treat others as we would like to be treated.

Child Safety

YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people, and are committed to protecting young people from harm or abuse who come into contact with and/or access our service. Applicants must undergo rigorous screening and recruitment processes, including providing evidence of current WWCC and National Police Check prior to commencing employment.

Position Purpose

Working as a member of a small HR team, the HR Business Partner (HRBP) will provide business-focused HR advice and services that align to divisional plans and organisational objectives at both the strategic and operational levels.

The position serves as a consultant to management on human resource-related issues, including, but not limited to, workforce planning, recruitment, WorkCover, return to work, performance management, industrial relations, absenteeism, EBA interpretation and implementation and employee coaching.

The position will undertake improvement projects and initiatives in consultation with General Manager, Human Resources and the business leaders identify and embed improvement opportunities across the employee life-cycle. The role will be involved in reviewing and redesigning current HR systems and processes, and to build people management capability of managers and team leaders.

Reporting Relationships

This role reports into General Manager, Human Resources

This role has as no direct reports.

Key Relationships/Interactions

The primary stakeholders that this role will interact with are:

- Operational Managers within own portfolio
- All members of the People and Capability Team
- Functional Managers and Teams within Head Office
- Other strategic partners in own portfolio, including Union Representatives

Key Challenges

The HRBP also acts as a change agent within YSAS by assessing and anticipating HR-related needs within their business portfolio and developing solutions that are integrated with YSAS' overall business strategy. The position builds strong relationships across YSAS to deliver value-added service to YSAS management and employees that reflects YSAS' business objectives.

Special Conditions

Prior to commencement of employment incumbent must provide YSAS assurance of their:

- Working with Children's Check (WWCC).
- Satisfactory National Police Check (NPC).
- Any relevant required professional registrations (e.g. AHPRA, CPA, etc)
- Driver's licence.
- Copies of all relevant qualifications.

Other relevant role information

- It is preferable that incumbents in this role have a current First Aid Certificate (level 2) – this may be completed during incumbent's probation.
- Some out of hours work may be required.
- The incumbent of this role may be required to work at various different YSAS sites depending on YSAS operational requirements.

YSAS Conditions

All YSAS employees are required to work in accordance with including but not limited to:

- Occupational Health and Safety Act 2004 (Victoria)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act (2009)
- Relevant Awards, Enterprise Agreement
- Duty to maintain privacy and confidentiality
- Smoke Free Workplace
- Code of Conduct
- Child Safety best practice
- Other YSAS policies and procedures, which may be amended from time to time.

Responsibilities

This position description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The HR Business Partner is responsible for:

Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Strategy	<ul style="list-style-type: none"> • Contribute to the development of YSAS HR strategy. • Contribute to organisational structure reviews and workforce planning. • Implement remuneration strategies. • Identify opportunities for the improvement of HR systems and processes including the automation of key processes related to the employee lifecycle. • Lead the review and redesign of HR processes to establish quality standards and ensure best practice approaches. 	<ul style="list-style-type: none"> • Critical data and strategic insights with respect to existing operations and issues as well as best HR practices are provided
HR Employee lifecycle	<ul style="list-style-type: none"> • Deliver effective advice regarding recruitment, on boarding and induction, performance and development reviews (PDR), promotions, remuneration, and exit/ off boarding. • Ensure timely provision of advice and support portfolio Managers on all aspects of employee lifecycle. • Ensure efficiency and continuous improvement of operational HR processes including automation of key process steps related to employee lifecycle. • Ensure the consistency of recruitment processes including the development of position descriptions, job ads, interviewing and reference checks, sit on interview panels (where required). • Oversee the preparation of employment contracts ensuring compliance with the YSAS EBA in relation to relevant awards and remuneration levels. • Provide support to portfolio managers to drive excellence in people management, develop people management capability. 	<ul style="list-style-type: none"> • All current legislation is complied with in all aspects of YSAS employee lifecycle. • 98% of statutory checks are completed for new staff within portfolio. • 80% PDRs are completed on time within portfolio. • Probation reviews are completed within the first 6 months for all new staff within portfolio. • Coach portfolio managers on lifecycle processes.
Risk Management, Health and Safety and WorkCover	<ul style="list-style-type: none"> • Ensure H&S inspections are conducted within portfolio sites and identify any hazards / practices. • Report in writing to portfolio General Manager any hazard or unsafe H&S conditions or practices. • Work with portfolio Managers on WorkCover claims and Return to Work arrangements. 	<ul style="list-style-type: none"> • Annual inspections undertaken. • Reports submitted. • Compliance with H&S policies and procedures.

Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Employee and Industrial Relations	<ul style="list-style-type: none"> • Provide pragmatic advice and support to portfolio Managers on employee and industrial relations. • Work with portfolio Managers in a collaborative way, ensuring that policy and best practice are applied fairly and consistently across the organisation. • Lead investigations into disciplinary issues and grievances, provide support and third party legal advice to portfolio Managers involved. • Actively participate in and/or coordinate coaching and influencing portfolio Managers from a people perspective, developing their people management / leadership skills and constructively challenging inappropriate behaviours / actions. • Ensure consistent application of EBA provisions within portfolio, including award interpretation and remuneration rate changes. 	<ul style="list-style-type: none"> • Portfolio managers receive advice regarding employee relations that is accurate and timely. • Grievance and disciplinary investigations are conducted in line with legislation and industry best practice. • EBA provisions are applied consistently across the portfolio.
Workforce training, learning and development	<ul style="list-style-type: none"> • In conjunction with the YSAS Research & Learning Group: <ul style="list-style-type: none"> • Ensure that Manager training is designed and delivered on timely basis to all new and promoted Managers. • Contribute to the development, implementation, monitoring and continuous improvement of the organisation's workforce. • Ensure best practice new employee on boarding and induction. 	<ul style="list-style-type: none"> • Portfolio Managers are appropriately inducted and trained into the Manager role from an HR perspective. • Portfolio Managers are fully informed and supported to carry out people management responsibilities.
HR Team and Organisational Activities	<ul style="list-style-type: none"> • Mentor junior HR team members to achieve priorities and support organisational objectives. • Attend and contribute to regular team meetings. • Contribute to regular portfolio management meetings, as required. 	<ul style="list-style-type: none"> • Timely contributions are made to team and other meetings.
Administration - HR Records, Data Analysis and Reporting	<ul style="list-style-type: none"> • Ensure timely collection and distribution of HR trend data analysis and reports to portfolio management including but not limited to compliance checks, performance appraisals, staff turnover, staff leave, absenteeism. 	<ul style="list-style-type: none"> • Data is collected and reports are provided on timely basis.
Professional Conduct	<ul style="list-style-type: none"> • Work within the bounds of relevant legislation and regulations (e.g. Privacy, Fair Work, OHS, etc.) and relevant professional codes. 	<ul style="list-style-type: none"> • On every occasion YSAS is represented ethically and professionally.

Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
	<ul style="list-style-type: none"> Adhere to all YSAS' policies and procedures including the Code of Conduct, Confidentiality Agreement, Privacy and EEO policy. Demonstrate commitment to YSAS' organisational values. Provide highest ethical standards and integrity at YSAS; not only to young people in the communities we serve, but to our co-workers and ourselves. 	<ul style="list-style-type: none"> Good working relationships with stakeholders. Organisational needs understood.

Qualifications, Skills, Knowledge and Experience relevant to the role

Education	<ul style="list-style-type: none"> Bachelor's degree in HR or related discipline.
Experience	<ul style="list-style-type: none"> Extensive professional experience as in a HR generalist role. Experience in the not-for-profit sector and/or health sector would be advantageous.
Knowledge and Skills	<ul style="list-style-type: none"> Well organised but able to flex and manage competing priorities and deadlines. Excellent written and oral communication skills, as well as highly developed interpersonal, coaching, and consultative skills. Strong analytical thinking and problem-solving skills. Project management skills and ability to deliver innovative solutions. Good judgment, able to influence others and seen as a credible source of advice. An excellent communicator, able to influence and motivate internal and external stakeholders with confidence, assertiveness, and humility, and seen as a credible source of advice.
Personal qualities	<ul style="list-style-type: none"> A team player, able to work in a collaborative way. Has tact, sensitivity and diplomacy Ability to think on feet and act proactively with discretion. Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation. Commitment to YSAS' values and a working style that reflects these. Approaches work with initiative, drive, flexibility and a sense of urgency.

Selection Criteria for Appointment into Role

1. Extensive knowledge and evidence of application of contemporary HR practices and strategies including, but not limited to, employee lifecycle processes, strategic workforce planning, performance management, learning and development, remuneration, organisational change, EBA interpretation, and organisational development.

- 2. Strong knowledge of employee relations/ industrial relations, relevant legislation and related legal risks, with sound ability to manage complex employee cases, provide advice to Managers, and manage investigations using external investigators.
- 3. Previous exposure to union liaison.
- 4. Knowledge of Health & Safety legislation, systems and processes.
- 5. Strong focus on continuous improvement, in particular with respect to HR business processes.
- 6. Good project management skills with the ability to plan and implement projects, assess, prioritise and manage a varied workload and approach activities in a structured and logical manner.
- 7. Sound professional judgement, with well-developed ability to synthesize and integrate information to develop effective approaches and solutions to complex problems and issues.
- 8. Driven by a genuine customer service ethos and able to inspire the same in others.

Incumbent Statement

I accept the PD as acknowledged above and understand that the PD will be reviewed as required. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

Acknowledged by occupant	(Print name)	(Signature)	/ /
Acknowledged by line manager	(Print name)	(Signature & title)	/ /

Job and Person Specification Approval

..... /...../..... DELEGATE (GM or Chief)