Position Description

Position Title	**Human Resources Business Partner**
Location	Tonsley Office
Child Safety (Prohibited Persons) Act 2016	Prescribed
Reporting Relationships	Reports to the Human Resources Lead Direct reports: - Nil

Position's Primary Purpose

As the HR Business Partner, you will partner with your business units to deliver effective, people-focused HR services that support organisational goals and a high performing workforce. This position provides advice and guidance across all HR functions, including workforce management, and employee and industrial relations. The HR Business Partner will establish relationships with managers and employees at all levels, providing HR consultation and advice that enhances employee engagement, workforce performance, operational efficiency and fosters a constructive workplace culture.

Key Accountabilities

- Adopt a business partnering approach and provide advisory and operational support to managers and employees across the employment life cycle
- Establish a reputation for being a trusted advisor and business partner
- Interpret and adhere to applicable awards, policies, procedures and processes and best practice
- Coach and support managers in developing their leadership and management capabilities
- Role model and champion values and expected behaviours as per code of conduct as well as promoting continuous improvement, diversity and inclusion
- Drive the recruitment and selection process including workforce planning, attraction strategies, participating in interview processes where required, and assist with updating position descriptions
- Manage the contracting process, including employee agreements, employment variations, employee leave, remuneration and other related employment terms and conditions
- Oversee the onboarding process, supporting management in effectively inducting and orienting new employees as well as guiding the probation review process
- Support and guide managers to undertake consistent and appropriate performance management processes to promote a high performance culture and manage under performance
- Advise and support managers on employee relations matters, including change management, grievances, formal complaints, disciplinary processes and investigations
- Provide relevant HR data and analytics to executive and management to support and inform decision making, and compliance processes
- Manage the off-boarding process, including exit survey and exit interview data analysis, identifying continuous improvement opportunities and developing retention strategies to reduce workforce turnover
- Manage HR systems, including responsibility for system support/training, system improvements/ configurations, and data integrity

Key Relationships

Who	How
Internal	
Line Manager	Liaise on operational and employee matters, report emerging issues and seek and receive advice
People and Culture Team	Support a collaborative and connected approach to service delivery through strong working relationships with team members
Senior and Middle Managers	Develop and maintain effective stakeholder relationships with your cohort of leaders to build and maintain collaborative working relationships
Junction Employees	Provide quality HR information services and support, and ensure that the employee is heard and is considered
External	
Recruitment Candidates	Provide quality services to candidates to create a positive customer experience
Stakeholders/Providers	Develop effective partnerships to deliver positive outcomes and streamlined processes for Junction employees and systems

Core Values

Junction aspires to deliver flexible and responsive services that are underpinned by the following core values:



Position Description

Capability Summary

The Junction People Capability Framework applies to all employees and is key in ensuring our Values are embedded in all we do. See attached list of all capabilities for the level of this role.

CAPABILITY GROUP	CAPABILITY NAME			
OUTCOMES FOCUSED	Positively impact clients	Deliver results	Drive innovation	Plan and prioritise
PERSONAL ATTRIBUTES	Act with integrity	Live our values and embrace	Show resilience and adaptability	Display self-awareness and motivation
POSITIVE RELATIONSHIPS	Client centric	Influence and negotiate	Communicate effectively	Work collaboratively
LEADERSHIP & PEOPLE MANAGEMENT	Inspire and lead with purpose	Manage through our Values	Support and develop our people	Make sound and agile decisions
BUSINESS ENABLERS	Manage change	Optimise resources	Leverage technology	Understand financial requirements

Position Requirements

- A satisfactory Working with Children Check (WWCC) or Nationally Coordinated Criminal History Check (NCCHC) must be completed (as applicable), prior to commencing employment and maintained thereafter
- Current Safe Environments Certificate is required, and the employee must comply with relevant state legislation to support a child safe organisation
- Holds a current unencumbered Australian Driver's Licence or equivalent, and is willing to drive
- Willing to work occasional flexible hours to meet operational requirements

Selection Criteria

Education and Knowledge

- Degree or tertiary qualifications in Human Resources coupled with a minimum 3 years' experience in a dedicated HR environment or equivalent
- Understanding of relevant workplace legislation, Awards and Enterprise Agreements

Skills and Experience

- Demonstrated experience partnering with business and providing advice and guidance in a broad range of HR functions including both Employee Relations and Industrial Relations
- Proven ability to support and coach employees and leaders, fostering a culture of best practice and continuous improvement
- Highly developed influencing skills, and the ability to build and maintain positive workplace relationships with an approachable and empathetic demeanour
- A can-do, flexible and proactive mindset
- Demonstrated experience in delivering end to end employment cycle functions

Equal Employment Opportunity

Junction is an equal opportunity employer that embraces a culture of diversity. We encourage applications from the Aboriginal and Torres Strait Islander community, people with disability, and people from every culture, gender and sexuality identity, age and ethnic background. Junction is committed to being a Child Safe organisation and has zero tolerance for child abuse.



LEADING OTHERS

OUTCOMES FOCUSED	PERSONAL ATTRIBUTES	POSITIVE RELATIONSHIPS	LEADERSHIP & PEOPLE MANAGEMENT	BUSINESS ENABLERS
Positively Impact Clients • Encourages a strong customer-focus and builds understanding of client/customer perspectives within their team • Fosters respect for clients/customers and stakeholders • Delivers services that deliver positive outcomes	**Act with integrity** • Promotes ethical and professional behaviour • Acts on inappropriate behaviour/ misconduct in alignment with Junction Values and Code of Conduct • Takes responsibility for mistakes and learns from them	**Client Centric** • Actively works to understand clients/customers and stakeholders • Encourages a strong client/customer-focus and builds understanding of client/customer perspectives within their team • Promotes and expects respect, professionalism and fairness in all interactions with the community and people we support	**Inspire and lead with purpose** • Conveys the vision for their area in a compelling way • Able to describe how their work, and the work of their team, contributes to organisational objectives • Considers wider organisational objectives when making decisions and going about their work	**Manage change** • Actively promotes change processes and engages in the communication of change initiatives across the workforce • Provides guidance, coaching and direction to others while managing uncertainty and change • Engages employees in change processes and provides clear guidance and support • Identifies and addresses barriers to change
Deliver results • Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks • Organises the team to deliver the required work program to a high quality • Provides clear and accurate reporting of progress and performance	**Value and embrace diversity** • Recognises, encourages and includes individual differences and working styles • Supports organisational goals by leveraging diversity of thought • Encourages open dialogue on diversity and shares experiences and learnings	**Influence and negotiate** • Ensures that negotiations remain focused on the important issues • Offers convincing arguments to make a strong case without getting personal or aggressive • Settles disputes equitably by finding common ground and gaining cooperation	**Contributes to a positive focus safety** • Shows leadership and commitment to safety and wellbeing of self, others and the community • Takes safety seriously and does not accept complacent behaviour, reports on good and bad news • Effectively uses Junction's safety management systems	**Optimise resources** • Initiates and develops goals and plans to guide the work of the team, aligning to organisational objectives • Allocates resources to ensure achievement of service outcomes • Contributes to workforce plans that effectively distribute resources in delivering services
Drive innovation • Encourages creativity and innovation • Identifies and implements improved ways of doing things • Constructively challenges the status quoe	**Show resilience and adaptability** • Communicates the positive side of change for the team and organisation • Assists the team to adapt to a changing environment • Maintains an optimistic outlook and focus on the learn-ing in difficult situations	**Communicate effectively** • Structures messages clearly and concisely, both verbally and in writing and limit jargon • Explains complex information using easy to understand language • Presents information effectively, outlines the effects and ensures key points are conveyeds	**Support and develop our people** • Deals positively with uncertainty and copes effectively in a changing environment • Acts as a coach and mentor, working with others to facilitate continuous improvement • Recognises, acknowledges and rewards individual and team achievements	**Leverage technology** • Demonstrates a strong knowledge and use of technology relevant to the work program • Uses existing technology and identifies ways to leverage its value in achieving team goals • Supports compliance with records, information and knowledge management requirements
Plan and prioritise • Develops plans that have clear appropriate goals and measurable objectives • Anticipates change and builds contingencies • Monitors progression of projects, team achievements against work plans and goals • Manages priorities to achieve goals and objectives	**Display self-awareness and motivation** • Seeks and responds positively to constructive feedback and identifies areas of strength and improvement required • Demonstrates a high level of personal motivation and encourages this in others • Supports and enables others to achieve	**Work collaboratively** • Works effectively with other parts of the organisation and sector to deliver results • Works collaboratively and cooperatively and recognises and rewards those behaviours in others • Builds networks with peers	**Make sound and agile decisions** • Makes time sensitive decisions even when only limited information may be available • Acknowledges personal responsibility for outcomes of decisions • Makes clear, well-reasoned decisions • Applies lateral and creative thinking to generate ideas and solutions and decide actions	**Understand financial requirements** • Is familiar with financial terminology, policies and processes • Understands the impacts of funding allocations on team budgets • Seeks financial specialist advice and support when needed