

PEOPLE & CULTURE BUSINESS PARTNER

POSITION DETAILS:

Position Title:	People & Culture Business Partner	Reports To:	Manager People & Culture
Department/Division:	People & Culture	Direct Reports:	Nil

POSITION SUMMARY:

Reporting to the Manager People and Culture, this role supports all aspects of Human Resources for Southern Cross Care, including but not limited to recruitment, generalist HR support, incident and complaint investigation, policy and procedure management, coaching managers, compliance as well as providing guidance on day to day IR/ER matters.

KEY RESPONSIBILITIES:

Human Resource Strategy

- Assist with the development and implementation of policies, procedures, and systems to support the People & Culture Strategy.
- Develop and provide training to managers and staff to support HR strategy.
- Provide contemporary HR advice to managers and staff.
- Undertake People and Culture projects, in line with the overall business and P&C Strategy.

Organisational Change

- Support the Manager People & Culture to manage organisational change processes

Recruitment and Onboarding:

- Support recruitment, selection, training, development, and succession planning.
- Participate on interview panels, as required, and ensure compliance with SCC procedures
- Ensure all employees experience an appropriate induction process and attend organisational induction
- Oversee all probation processes
- Oversee police check, nurse registration and other credentialing processes

Human Resource Reporting

- Prepare HR Reports for the Executive and Management Team
- Prepares other ad hoc reports, as requested by the Chief People Officer and Manager People & Culture

Human Resource Administration

- Ensure all Human Resource systems, policies and procedures are maintained and utilised in accordance with intended purpose
- Assist with HR system tender preparation and implementation processes

Industrial Relations

- Provide coaching, support and advice in relation to employee relations and human resource matters including performance management processes, grievances and interpretation of the enterprise agreement
- Prepare responses to formal disputes/grievances raised by external industrial organisations/bodies
- Participate in enterprise bargaining negotiations as required

Workers Compensation and Rehabilitation

- Work in conjunction with the Manager Work Health, Safety and Wellbeing and the Injury Management Coordinator to actively progress all workers compensation matters and worksite rehabilitation processes to facilitate an early resolution of all claims
- Advise and support managers in the implementation of strategies designed to respond to QPS benchmarking data results

Organisational Culture and Wellbeing

- Devise plans and techniques with the Senior Management to inspire change and culture.
- Review all staff exit surveys, undertake reviews where necessary and report on outcomes for the purposes of informing future HR strategy and providing feedback to Managers
- Develop tailored strategies with the management team to address staff absenteeism

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Staff Development

- Collaborate with the Manager Learning & Development to facilitate SCC's Ken Lowrie scholarships and other development programs to ensure training objectives under the program are achieved

KEY PERFORMANCE INDICATORS:

- Reports provided on time and in accordance with required timeframes
- Recruitment, induction and onboarding requirements are achieved for all new employees
- Performance Management issues are dealt with in a timely manner
- HR systems, policies and procedures are applied consistently across the organisation
- Staff survey results indicate an engaged workforce
- Workers compensation claims are resolved proactively and in accordance with determined timeframes

SELECTION CRITERIA:

Essential:

- Tertiary qualifications in human resources management, or relevant experience in a similar HR role
- Sound knowledge of employment-related legislation, including the ability to interpret and provide accurate advice to management.
- Proven ability to provide coaching to managers to enhance team-leading, communication, performance management & employee relations capabilities.
- Proven track record in building and sustaining respectful and effective working relationships with a broad range of internal and external stakeholders
- Highly developed written and verbal communication skills
- Ability to work autonomously and proficient in MS Office (Word and Excel).

Desirable:

- Understanding of the Aged Care Quality Standards and the industry
- Evidence of current C class drivers license and willingness to travel for work purposes, including driving long distances between services

Personal Attributes:

- High ethical standard, is trustworthy and confidential
- Works well individually and as a team member
- Has consideration and respect for others and their views
- Adapts to changing environments and demands with resilience
- Enthusiastic, energetic, projects a positive image
- Good attention to detail, efficiency and effectiveness
- Displays a positive "can do" attitude

SPECIAL EMPLOYMENT CONDITIONS

- Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the *Aged Care Act 1997* prior to commencement of employment.
- Required to sign the organisation's Confidentiality Agreement.
- All SCC employees, volunteers, and contractors must hold a valid registration to work with vulnerable people with an NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy.

WORK HEALTH AND SAFETY REQUIREMENTS/CONTINUOUS IMPROVEMENT

- Participate and contribute to Work Health & Safety and continuous improvement practices to ensure a safe work environment
- Ensure that workers comply with WHS policies and procedures

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AUTHORISATION:

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Signature:		Date:	
Manager Signature:		Date:	

POSITION DESCRIPTION