

	Position Title: Senior HR Business Partner		Team: People and Culture		Region: Central
	Supervisor: Head of HR Business Partnering	Delegations and Authorities: In Line with Delegations Policy	Band: E	Date Completed: 1 st October 2019	

ORGANISATIONAL INFORMATION

OUR PURPOSE AND GOALS	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporize our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The work of Berry Street's People and Culture team is aligned with the strategic directions of <i>Reimagine the Future, Make an Impact, Future Growth and Sustainability</i> and <i>Support our People</i>. Acknowledging the difficult, challenging yet rewarding work of our people, the People and Culture Team works closely with the business to ensure our people are engaged, well supported, professionally developed and committed to the children, young people, families and carers they work with; working in a supportive and learning culture.</p> <p>A key function of People and Culture, Business Partnerships supports Regions in meeting program objectives and as such each Business Partner works with allocated regions and programs</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The primary objectives of the role are to:</p> <ul style="list-style-type: none"> • Acts as a confident and strategic advisor to the Director and Senior leadership teams on all matters pertaining to people, including restructures, operating model changes, investigations and grievances. • Facilitates and advocates key HR process within their regions including (but not limited to) Succession Planning, Talent Planning, Annual Performance & Development Planning, and Supervision. • Partners with Talent Acquisition and the regional leadership team to develop robust workforce plans which inform the People and Talent Strategy for each region. • Partners with WH&S to implement key strategic initiatives to ensure a safe and effective work environment for our people and service users. • Partners with Learning & Organisational Development to drive organisational capability including compliance. • Provides the various functional HR teams with regional feedback and insights to continuously improve and iterate the HR service offering. • Continuously reviews the effectiveness of HR practice against the key operational measures and seeks to create improvements in region.
	REPORTING RELATIONSHIPS
	<p>This role is based at our Richmond Office, with the expectation of being at least 1 day a week with each client group.</p> <p>The HR Business Partner reports to the Head of HR Business Partnering.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. • Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Experience in a broad range of HR functions – recruitment, selection and orientation, performance management, EEO, OHS and interpreting employment conditions and administering policy and procedures. • Demonstrated ability to partner with and influence senior stakeholders, whilst maintaining respectful professional relationships • Excellent written and oral communication skills (including public speaking, presentations and facilitation skills). • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies. • Experience undertaking complex workplace investigations. • Demonstrated ability to interact proactively to build and maintain quality, trusting relationships with key stakeholders across all levels of the business in the resolution of HR matters • High attention to detail • Excellent problem-solving skills – the ability to identify problems or areas for improvement, research, analyse information and offer creative and resourceful solutions • Demonstrated experience in the development and implementation of organisational change 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • A tertiary degree qualification in human resource management or related field • Minimum 8 years' experience as a Business Partner or HR Generalist • Staff must hold a valid WWCC (employment), current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Business Partnering	<ul style="list-style-type: none"> • Acts as a confident and strategic advisor to the Director and Senior leadership teams on all matters pertaining to people, including restructures, operating model changes, investigations and grievances. • Provide a consultancy and advisory service to Supervisors, Team Leaders, Senior Managers and staff (where appropriate) on HR management issues including Berry Street HR policies, procedures and guidelines together with the interpretation of relevant Acts, Regulations, Awards, industrial Agreements and legislation relevant to HR • Where appropriate provide information and advice on Human Resources Management issues to staff and ensure effective communication with all staff to maintain ethical and transparent working relationships • Drive consistency in HR delivery across regions and programs
Growing our people	<ul style="list-style-type: none"> • Facilitates and advocates key HR process within their regions including (but not limited to) Annual Performance & Development Planning, and Supervision. • Work with the region/program to build strong succession plans, talent pipelines and identify business critical roles and development opportunities. • Support the region/program on having the right people in the right roles to support Berry Street's overall strategy. • Work with the regions on organisational design, building strong internal succession plans, talent pipelines
Case Management of people matters	<ul style="list-style-type: none"> • Ensure line managers are provided with required support to assist with the resolution of workplace relations matters, including grievances, conducting workplace investigations and performance management. • Conduct a variety of workplace investigations pertaining to staff, ensuring an effective resolution through investigation and compliance with legislative requirements • Assist in resolving staff issues and grievances • Assist supervisors at all levels to deliver effective performance management. This includes coaching for improved conversations in supervision, development and delivery of letters of expectation and action under the disciplinary processes as required. • When appropriate support the region/program to exit staff with dignity and respect
Care and Support of people	<ul style="list-style-type: none"> • Assist staff and programs involved in workplace incidents including sourcing debriefing as required. • Assist Managers to prevent injury and workplace incidents and provide support where required on return to work programs.
Partnering with Functional People and Culture Teams	<ul style="list-style-type: none"> • Partners with Talent Acquisition and the regional leadership team to develop robust workforce plans which inform the People and Talent Strategy for each region. • Partners with WH&S to implement key strategic initiatives to ensure a safe and effective work environment for our people and service users.

	<ul style="list-style-type: none"> • Partners with Learning & Organisational development to drive organisational and capability improvements, including compliance. • Provides functional HR teams with regional feedback and insights to continuously improve and iterate the HR service offering. • Continuously reviews the effectiveness of HR practice against the key operational measures and seeks to create improvements in region.
Organisational change	<ul style="list-style-type: none"> • Partner with management to implement organisational changes effectively across the region/program. • Share ideas and feedback with HR colleagues to assist in informing new initiatives and change • Work cooperatively with management at all levels on the implementation of people and culture initiatives • Advocate for change or new initiatives as identified • Be prepared to challenge the status quo • Support the region/program in understanding and driving improvement in people metrics.
Administration	<ul style="list-style-type: none"> • Provide reports to Supervisor as required • Keep accurate records as required, including case notes, meeting minutes/actions, supervision records • Maintain staff files as required • Contribute to the monthly reporting schedule for the People & Culture team
Team	<ul style="list-style-type: none"> • Keep abreast of latest trends and learnings in the HRM space • Contribute to team discussions, share insights, feedback to other Business Partners and broader People and Culture Team as required • Engage in external networking as required

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Undertake training and professional development activities.	Occasional
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular