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| **POSITION** | PEOPLE & CULTURE BUSINESS PARTNER |
| **SERVICE** | CORPORATE SERVICES – People & Culture |

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| **DIMENSIONS** |
| **LOCATION**  | WITHIN THE CATHOLIC DIOCESE OF WOLLONGONG ([MAP](file:///F%3A%5CCORPORATE%5CGOVERNANCE%5CDiocesanMap%20-%204%20Regions%20-%20July%202015%20.pdf)) |
| **DIRECTLY ACCOUNTABLE TO** | MANAGER HUMAN RESOURCES |
| **DIRECT REPORTS** | NIL |
| **REQUIRED PRE-EMPLOYMENT CHECKS** | * NATIONAL CRIMINAL HISTORY RECORD CHECK
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| **MISSION, VALUES & VISION**  |
| We seek to bring joy to those we serve by enabling growth, healing, and hope. Our employees ascribe to the shared values of Dignity, Integrity, Compassion and Equity to fulfil our vision of living together in thriving communities where the human dignity of all is respected and valued.Our employment practices require all employees and volunteers to embrace and inspire others to promote the mission, vision and shared values of CatholicCare in the Diocese of Wollongong. |
| **STRATEGIC PLAN** |
| We respond to the needs of those we serve and our changing environment by organising our efforts around priorities detailed in our Strategic Plan.  |
| **PROGRAM AIM** |
| Corporate Services provide support and infrastructure for CatholicCare's client services programs. The People and Culture Team is responsible for culture and workforce development and delivers up-to-date, accurate and timely advice, recommendations and responses to enquiries from employees, the leadership team and external stakeholders to help position CatholicCare as an employer of choice.  |
| **POSITION PURPOSE** |
| The People and Culture Business Partner is responsible for providing HR support and advice through business partnering with service areas to support achievement of strategic goals of the Agency. The role has a broad HR focus including responsibility for the processes of recruitment and selection, performance management, workforce planning, remuneration, learning and development, payroll support as well as HR data and reporting. The People & Culture Business Partner works closely with and provides support to the Manager Human Resources and Executive Manager People & Culture to achieve the objectives in the CatholicCare Strategic Plan. The position works collaboratively to provide support and advice across the full range of HR functions to support employees and the leadership team.  |
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**KEY ROLES AND RESPONSIBILITIES**

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| **GENERAL** |
| * Commitment to and a willingness and ability to promote and apply the mission and values of CatholicCare, our strategic plan, policies and procedures and funding bodies' contractual obligations.
* Adherence to agency policies and procedures including client confidentiality protocols.
* Practice and promote an organisational culture that supports excellence in service delivery to people accessing CatholicCare’s services.
* Apply work practices and behaviours that comply with CatholicCare's Code of Conduct, Framework for Practice and Policies and Procedures.
* Carry out responsibilities under the Work, Health & Safely Act 2011. Be responsible for the health and safety of yourself and others in the workplace. Report any incidents or workplace hazards in accordance with CatholicCare’s incident reporting system.
* Actively promote CatholicCare as a service provider and employer of choice.
* Meet Key Performance Indicators (KPI's) as set by CatholicCare.
* Provide stewardship over allocation of CatholicCare resources effectively, economically and efficiently.
* Undertake other duties and responsibilities as requested by CatholicCare from time to time.
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| **PROGRAM SPECIFIC** |
| **People & Culture Business Partner*** Business partnering with service areas to provide support and advice to CatholicCare leaders in HR and people related strategies and functions and promote business success to meet the strategic goals of the Agency.
* In consultation with program leaders, recommend and develop relevant workforce planning strategies to support current and future operational requirements.
* Contribute to the development, and support the implementation of, strategic workforce plans to align with the CatholicCare organisational strategy
* Regularly review and provide advice and support to leaders regarding job design and current workforce issues
* Assist with the implementation of various strategic people and culture intiatives
* Develop position descriptions and conduct job evaluations to ensure consistency in approach across the agency in terms of role expectations and pay levels.
* Conduct workforce data collection analytics and trend analysis, and develop reports to inform workforce planning activities and decision making
* Coach and provide advise to leaders with regards to people matters for responsible program area, recommending best practise approach and informing leaders of any potential associated risks
* Participate in fact finding investigations for people and safety matters as required
* Coordinate new staff orientation activities and events such as Orientation Day and Staff Day
* Identify and coordinate development and delivery of mandatory and other identified learning and development services and products, in relevant delivery formats including online
* Manage data and prepare regular reports on a needs basis
* Manage the staff establishment and provide reports as required
* Maintain People & Culture information on the intranet
* Manage Organisational Charts for the Agency
* Prepare job advertisements through the online platform (Scout) in line with agreed SLA. Utilise social media platforms to promote positions when required.
* Provide advise and interpretation to leaders within the relevant program area on how to apply the CatholicCare Enterprise Agreement and modern awards to To their teams for correct payroll processing.
* Prepare employment contracts for new and existing employees using DocuSign
* Participate as a member of hiring teams as required
* Participate in Agency Committees as required
* Prepare and facilitate training on HR topics as required
* Monitor and respond to staff enquiries in a timely manner
* Operate from a continuous improvement mindset, offering suggestions of improvement regarding current policies and procedures to ensure service delivery is as efficient as possible
* Assist the Payroll Specialist as required
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| * Maintain accurate employee records
* Participate in and/or lead program specific projects including directing other stakeholders within a project team on their requirements to ensure effective project execution and completion

**Professional Development*** Actively participate in staff meetings, professional guidance sessions and performance appraisals.
* Attend forums, webinars, conferences and training on HR related topics
* Seek to further develop skills by identifying and attending relevant training.
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| **SELECTION CRITERIA** |
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| **Essential skills, knowledge and experience:** |
| Experience* Relevant qualifications in Human Resources or demonstrated relevant experience in Human Resources.
* Proven ability to develop effective working relationships with key stakeholders at all levels of the business and ability to deliver to business requirements while adhering to policy, procedure and legislative requirements.
* Well-developed customer service focus and demonstrated ability to deal with all enquiries promptly and courteously.

Knowledge* Sound knowledge and experience in human resources functions.
* Ability to interpret and provide advice on modern industrial awards and enterprise agreement provisions.
* Ability to review and interpret Fair Work Act 2009, Workers Compensation Act 1987, Long Service Leave Act 1955 and Work Health and Safety Act (NSW) 2011

Skills* Commitment to and a willingness and ability to promote and apply the mission & values of CatholicCare.
* Excellent time management and organisational skills in order to work effectively in a high volume and fast- paced environment.
* Strong teamwork skills including proven ability to work collaboratively with all levels of business.
* Highly developed problem-solving skills in relation to Human Resources related issues and enquiries.
* Demonstrated high level of accuracy and attention to detail.
* Proficient in Microsoft Office suite, especially in Word, Excel and Outlook.
* Demonstrated ability to reflect on feedback from others, use it as an opportunity to learn and take appropriate action.
* Unencumbered NSW drivers' licence.

Desirable* Experience in project management
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 **ATTACHMENTS**

Nil

**Date of Last Review:** 9/12/22