



POSITION DESCRIPTION

Position Title:	Business Partner - People and Culture 3 x positions
Reports To:	Manager – People and Culture
Direct Reports:	N/A
Liaises With:	General Manager – People Culture and Engagement, Executive Team, L&D Manager, Program/Site Managers, Care and Case Managers, Contractors and other staff as required.
Location:	Head Office, 136 Mt Alexander Rd, Flemington 3031
Classification:	Wintringham EBA
Hours:	Full Time

About Wintringham

Wintringham provides affordable and high quality housing, support, aged care services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

About the role

Wintringham is undertaking a HR transformation and the newly named People and Culture (P&C) team will provide key operational and strategic human resources change management assistance and support. As one of three new P&C Business Partners, you will have the opportunity to help shape our transformation program by providing input to new and existing P&C functions, policies, frameworks and compliance requirements, to improve application and outcomes.





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The People and Culture Business Partners will develop and implement people strategies and provide support such as people capability, coaching and mentoring, learning and development, leadership development, succession planning, performance development framework, reward and recognition program, talent resourcing and workforce planning, employee relations, wellbeing, workplace health and safety and culture and engagement.

Responsibilities/Duties

- Manage employee relations matters for your business unit(s).
- Work closely with management to ensure the effective implementation of P&C policies, practices and procedures that provide an optimal working environment and promote a culture of excellence, performance and continuous improvement.
- Drive regular P&C initiatives, in line with agreed timelines including performance reviews and goal setting.
- Initiate, manage and contribute to major P&C reports, projects, committees, reviews and continuous improvement activities.
- Lead recruitment for the business unit - complete advertisements, conduct interviews, reference checks, applicant follow up and confirmation of employment and on-boarding.
- Manage end to end HR duties for your respective client business unit, including management of parental leave applications, succession planning, absenteeism management, return to work and the management of accurate employee data.
- Provide a full range of P&C functions to assigned business unit of Wintringham with support from Manager P&C, Payroll, OHS and Training Coordinator, as directed by the Manager P&C.
- Prepare all contract variations for their business unit that have changed employment conditions.
- Monitor all Fixed Term contracts throughout the business unit organisation and communicate to Managers when contracts are due to expire.
- Ensure that no staff member works without completing employment screening and any relevant ongoing screening requirements eg 3 yearly Police Check, 5 yearly NDIS Worker's Screening Check.
- Ensure the maintenance of employee personnel and Pay Global records.
- Practise open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.
- Provide advice to managers on Wintringham EBA interpretation in consultation with P&C Manager.





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- Assist with the disciplinary process of Wintringham for their business unit and where necessary conduct, disciplinary meetings.
- Assist with the co-ordination of Wintringham's orientation program.
- Assist in preparing key performance indicators for the P&C team.
- Complete monthly reporting on P&C data for business unit as directed by Manager P&C.
- Pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.

Key Selection Criteria

Essential

- Degree level qualification in Human Resource Management or related discipline.
- Previous experience in the following HR functions:
 - change management
 - management of ER/IR issues
 - recruitment and selection / attraction and retention
 - workforce planning and development
 - performance management
 - remuneration, reward and recognition; and
 - conflict management.
- Knowledge of current Employee Relations/Industrial Relations legislation.
- Commitment to practices consistent with Wintringham's philosophy, values and mission.
- Demonstrated ability to provide timely and efficient services, set priorities and meet deadlines.
- Demonstrated ability to work collaboratively and pragmatically with a diverse range of people, from varying backgrounds.
- Commitment to always maintaining strict confidentiality in relation to staff, clients and housing residents.
- Excellent interpersonal, verbal and written communication skills, including report writing.
- Well-developed IT skills - Microsoft suite of products (Outlook, Word, Excel, PowerPoint, SharePoint).
- A current Victorian driving licence.





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Desirable

- An understanding of the Aged Care Accreditation Standards, Housing and Homelessness Service sector, My Aged Care, NDIS and other relevant service systems.
- Working knowledge of Pay Global Payroll System.

Health & Safety Responsibilities

As a Wintringham employee, you have the following responsibilities under the OHS Act (VIC) 2004 and WHS Act (TAS) 2012:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries

Cooperate with the employer to meet OHS/WHS Acts above.

Appointment is subject to a satisfactory clearance of all employment screening requirements as per the Employment Screening policy prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

Wintringham is an equal opportunity employer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

