

## JOB DESCRIPTION & ACCOUNTABILITIES

<b>NAME:</b>		<b>REPORTING TO:</b>	<b>Senior People Partner AU/NZ</b>
<b>POSITION TITLE:</b>	<b>People Partner</b>		
<b>DEPARTMENT:</b>	<b>People Team</b>	<b>LOCATION:</b>	<b>Melbourne</b>

### POSITION PURPOSE:

The People Partner is accountable for supporting, coaching and guiding both managers & employees on core operational people services. This covers all aspects of HR including recruitment & induction, learning & development, performance reviews, remuneration, goal setting, employee records management, employment law compliance, employee engagement, retention & terminations. A key deliverable is to enable managers to attain the best performance from their staff by providing tools, systems, coaching and supporting services in people management.

### QUALIFICATIONS AND EXPERIENCE

- Relevant tertiary qualification or equivalent relevant experience
- Experience in operational HR as described above (3+ years preferred)

### OTHER SKILLS AND ATTRIBUTES

- Flexibility and willingness to adapt within a constantly changing work environment, including a high level of responsiveness to fluctuating workloads
- Capacity to work independently with minimal direction
- Creative problem solving
- Well-developed knowledge of, and experience in the application of contemporary HR procedures and practices
- An ability to interpret legislation, regulations, Awards, Industrial Agreements together with policy and procedure
- Excellent verbal & written communication skills
- Excellent interpersonal skills, including interviewing, counselling, persuading and negotiating
- An ability to interact proactively with management and staff at all levels of the organisation in the resolution of People issues
- Demonstrated competence in conceptual, analytical and problem solving skills
- Knowledge of how Agile methodology can be used in HR teams (desirable)
- Knowledge of job evaluation and classification review processes (desirable)
- Knowledge of reward management practices
- Well-developed organisational and administrative skills, including strong attention to detail and the ability to prioritise and control own workload.
- Demonstrated effectiveness in contributing to a small team, including the capacity to review and improve workplace practices
- Understanding and supporting our Purpose Beyond Profit ethos
- Demonstrated capacity to effectively communicate, promote and uphold People initiatives and values, including discretion and confidentiality
- Ability to contribute towards the development and implementation of global People programs and initiatives to meet the needs of the organisation
- Well-developed computer literacy skills within a Microsoft Office environment
- Working knowledge of computerised human resource information systems
- Friendly, flexible and a sense of humour!
- A passion for travel

Accountabilities	Tasks	Benchmark Measure
<b>Manager Support &amp; Guidance</b>	<ul style="list-style-type: none"> <li>- Effectively &amp; efficiently provide operational HR support and advice (verbal &amp; written) to managers &amp; employees in line with business needs and the IG People Cycle.</li> <li>- Advise Line Managers on people processes, employee engagement, building capability, employee rewards, incentives, remuneration, benefits; retention, performance management and issue resolution.</li> <li>- Assist line managers in the development of job descriptions and ensuring appropriate review and update as required.</li> <li>- Remuneration review conducted successfully</li> <li>- Assist in the application of performance management and provide ongoing support to managers and staff. Advise managers on dealing with employee exits including resignations &amp; terminations</li> <li>- Monitor staff benefit offerings, incentive plans &amp; remuneration plans.</li> </ul>	<p>Positive feedback from internal customers &amp; # of complaints</p> <p>Accurate job descriptions for all roles</p> <p>All cases handled in line with company policy &amp; values &amp; local legislation</p>
<b>Recruitment &amp; Selection</b>	<ul style="list-style-type: none"> <li>- Promote process for managers to recruit high performing staff.</li> <li>- Guide &amp; support managers in the recruitment &amp; selection process, including advice on recruitment strategy &amp; assisting with advertising roles as required.</li> <li>- Provide guidance throughout probation and induction/onboarding processes.</li> <li>- Provide additional recruitment support to managers as required</li> <li>-</li> </ul>	<p>Managers actively using recruitment toolkit</p> <p>Outcomes and deliverables met as required</p>
<b>Employee Relations &amp; Compliance</b>	<ul style="list-style-type: none"> <li>- Ensure all staff have appropriate contracts.</li> <li>- Monitor and ensure legislative compliance in relation to Fairwork Act.</li> <li>- Advise managers of our legal &amp; compliance responsibilities to mitigate risk for IG.</li> <li>- Work with Office Manager to ensure Management is informed of OHS compliance.</li> <li>- Manage low – mid level employee relations cases in line with country specific policy &amp; legislation</li> <li>- Assist Senior People Partner in dealing with more complex employee relations cases.</li> </ul>	<p>Quarterly contract audit</p> <p>Outcomes and deliverables met as required</p>
<b>Employee Data Management</b>	<ul style="list-style-type: none"> <li>- Be an ambassador for data accuracy, educating managers &amp; the Colombo HR team on their responsibilities to ensure data accuracy is achieved, and the consequences of poor data.</li> <li>- Play a key role in working with Colombo HR team &amp; regional Finance teams to ensure Employee records are accurately maintained in HRIS &amp; regularly audited.</li> <li>- Contribute to the development of the process for managers to go direct to Colombo for administration of starters, leavers and movers.</li> <li>- Assist in working with Colombo to develop report requirements as required including turnover, training, exit data, Your View surveys, headcount/FTE etc.</li> </ul>	<p>HRIS data audited to Payroll/Finance data at least quarterly</p> <p>Starters &amp; Leavers actioned via Colombo in HRIS within 2 days.</p> <p>Movers actioned via Colombo in HRIS within 7 days.</p>

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	<ul style="list-style-type: none"> <li>- Liaise with the AU NZ payroll manager to ensure all changes are communicated accurately &amp; on time</li> </ul>	Outcomes and deliverables met as required
<b>Training Delivery &amp; Staff Development</b>	<ul style="list-style-type: none"> <li>- Provide ongoing coaching &amp; support to managers to assess training &amp; development needs of their teams.</li> <li>- Provide input to the development and implementation of appropriate programs and process for IG's learning and development activities</li> <li>- Deliver basic internal IG programs/information sessions. Be an ambassador for knowledge sharing, guiding employees and managers on how they can transfer their knowledge to other colleagues and teams e.g. Yammer, Lunch &amp; Learns, Let's Talk sessions etc.</li> </ul>	<p>Training needs documented at least once per year</p> <p>Feedback on programs run</p> <p>All employees inducted within 3 months of joining</p>
<b>Communications and Change Management</b>	<ul style="list-style-type: none"> <li>- Contribute to the development of People policies &amp; guidelines</li> <li>- Support ongoing change initiatives and restructures, in consultation with the Senior People Partner and GM People.</li> </ul>	Outcomes and deliverables met as required
<b>People Cycle &amp; Project support</b>	<ul style="list-style-type: none"> <li>- Assist in the preparation for &amp; delivery of annual processes such as remuneration review process to ensure they are conducted effectively &amp; efficiently.</li> <li>- Provide support on development &amp; running of events such as the Annual Company Day</li> <li>- Participate in People and/or cross-functional team projects as required, including research and preparation of process and documents recommendations, as well as implementation of agreed actions.</li> <li>- Contribute to the monitoring and development of staff benefit offerings.</li> </ul>	Required outcomes and deliverables met as per project plan.