

POSITION DESCRIPTION

Position:	Human Resources Business Partner
Reports to:	HR Manager
Direct Reports;	WH&S & Return to Work Co-ordinator
Status:	Full time
Location:	340 Bell Street Preston and other VACCA work locations as determined

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

The Corporate Services area plays a key role in supporting VACCA programs and services to meet the aspirations of the organisation, the Aboriginal Community, and the expectations of our funding bodies. Corporate Services supports the shared effort of all VACCA staff working out of multiple sites and is specifically responsible for leadership in:

- Financial management
- Human resources management including payroll and OH&S
- Information technology management
- Information management including records management
- Asset management, including contract management, and fleet management Risk management and governance

The area is led by the Director, Corporate Services and a team of specialist managers.

Human Resources works in partnership with VACCA's leadership to maximise VACCA's impact in delivering high quality client services through the efforts of our employees. The Human Resources Team provides advice, coaching and support on employee relations, work performance discussions, remuneration, award and policy interpretation, WorkCover and return to work, and working from home arrangements. Occupational health and safety, recruitment and payroll are also critical part of the HR services at VACCA.

The guiding principles for Human Resources are based on the VACCA principles of self-determination, respect, Aboriginal and Torres Strait Islander cultural observance, excellence, best interests of the child and healing and empowerment.

POSITION SUMMARY

Reporting to the Human Resources Manager, the role of the Human Resources Business Partner will be varied and encompass a wide range of HR responsibilities. The role will hold a portfolio for specific regional/divisional areas within VACCA along with a range of various HR functions, for example employee relations, work health and safety, HR reporting.

This position plays a critical role in establishing and building relationships across VACCA to enable the provision of high-quality HR services and build the capacity and expertise in people management practices.

KEY RELATIONSHIPS

- Internal:* HR manager, executive and line managers, VACCA staff, payroll, recruitment, organisational development and IT
- External:* Representatives from Worksafe, Fair Work Commission, unions or other staff representatives, our WorkCover Insurer, Auditors

KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and a willingness to champion these internally and externally
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with awareness of the key issues which impact upon Aboriginal communities
- Proven experience in a HR Business Partner role in working closely and collaboratively with staff and managers to provide coaching and support and fit for purpose people related advice
- Proven experience in handling complex HR matters independently, with experience in end to end case management, along with the capacity to read and interpret awards and employment legislation, policies and procedures
- Demonstrated effective and culturally appropriate interpersonal skills, for example, active listening, empathy in all verbal and non-verbal communications
- Demonstrated capacity to support change management and assist others to adapt and adjust to organisational change in a culturally appropriate manner
- Strong 'hands on' approach with the ability to motivate and influence others
- Capacity to manage time and effectively use HR tools and technology to assist with planning and organising even when faced with changing priorities
- Demonstrated capacity to provide informed and constructive input and feedback to team discussions and assisting and supporting other staff in dealing with difficult cases/issues
- Maintains awareness of knowledge, understanding and skills needed to perform role, works to address skill gaps and assists others to identify their training needs
- Able to provide quality supervision to direct reports enabling their development and growth consistent with VACCA policies and frameworks
- Demonstrated high levels of discretion and integrity
- Demonstrated capacity in taking the initiative and supporting others to look for innovative ways to improve practice and service delivery

QUALIFICATION

- Tertiary qualifications in human resource management (HRM), industrial/employment law or a related discipline, and/or substantial experience in these fields is desirable

OTHER REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

POSITION ACCOUNTABILITIES

- Provide contemporary and innovative people-related ideas, solutions and practices that support individuals, teams and VACCA's strategic objectives



VACCA

Connected by culture

- Deliver responsive coaching and provide advice through working in partnership with executive and managers on people related matters, including employee relations, staff conflict, performance management related discussions, remuneration, award and policy interpretation, change management and occupational health and safety
- Prepare accurate documents and produce a range of HR data reports for the Executive and Board and to assist managers with workforce planning
- Lead and manage complex employee relations cases end to end including experience in or willingness to adopt alternative approaches to conflict resolution
- Support and contribute to HR programs and take the lead on HR initiatives/projects
- Build strong and enduring relationships with staff at all levels within VACCA
- Monitor, manage and deliver continual improvement of HR systems, policies and processes
- Contribute to the development and implementation of HR strategies
- Ensure all activities undertaken by HR comply with relevant Acts, legal requirements and ethical standards
- Provide constructive feedback to direct reports and identify areas for development/improvement through regular supervision and the Annual Performance Development Review process
- Capacity to undertake higher duties in the HR manager role

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Leads by example in taking responsibility for own and VACCA staffs' health, safety and wellbeing
- Contribute positively and proactively to team and organisation wide OH&S and wellbeing activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensures compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION



VACCA's recruitment processes align with the Victorian Child Safe Standards. All employees are required to undergo a National Police Records Check, a Working with Children Check and comply with the Code of Conduct policy.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.