



Human Resources Partner (HRP)

Position Description

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| Position Title | Human Resources Partner |
| Responsible Council | State Council |
| Reports To | Industrial Relations Manager |
| Base Location | State Support Office (Lewisham) and Support Services (Woolloomooloo) and or such other locations that you may be required to attend to discharge your duties. |
| Primary position objective | The HR Partner is responsible for the provision of workplace relations advice and services across the Society in NSW, on a business partnership model. The position provides senior level support to the executive officers, managers and employees within the allocated Central Council or business area. |

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Departmental Overview

The Human Resources Department is responsible for meeting the human resources, health and safety, industrial relations and learning and development needs of the Society and almost 1500 employees across NSW engaged in the Retail Operations, Homeless, Addiction, Disability, Family, Childcare and Support Services, and State and Central Council employees.

Duties and Responsibilities

The HR Partner is responsible for the provision of workplace relations advice and services across the Society in NSW, on a business partnership model. The position provides level support to the executive officers, managers and staff of the nominated Central Council/s

Responsibilities include, but are not limited to:

- Providing strategic and operational human resources guidance, advice and services within the context of the St Vincent de Paul Vision, Mission and Strategic Plan, and acts as a single point of contact for the managers and staff of their internal clients;
- Build a strong relationship with the internal client, proactively support the delivery of HR processes, and manage complex HR issues for the internal client, including, but not limited to:
 - Management of conduct and performance
 - Employee Relations and industrial relations matters and disputes
 - Grievance and Disciplinary matters
 - Job design and evaluation
 - Organisational change
 - Recruitment, on-boarding, induction
- Support the Industrial Relations Manager and Executive Director of People and Culture in contributing to cultural and organisational change initiatives intended to embed the vision and values of the Society.
- Manage special projects as required and support change initiatives in organisational design and resources.
- Support and develop the skills of internal stakeholders, including managers and Executive Officers, to effectively achieve business objectives through an engaged and capable workforce;
- Liaise with managers and executives to assist them to comply with legislative requirements regarding employment and industrial relations, Work, Health and Safety, and Award and Agreement matters;
- Assist managers and executive in the resolution of disputes, including investigation and mediation, to ensure matters are resolved in a timely and effective manner;
- Building and maintaining relationships with relevant external stakeholders including trade unions, Fair Work Australia, the Society's risk and insurance providers;
- Provide effective, accurate and timely workplace relations advice and support services;
- Provide change management support to the internal client, especially in regard to structural change;
- Act as the performance improvement driver and propel positive changes in people management for the internal client, including assisting the internal clients with improvements in the performance management and appraisal process;
- Implementation and execution of organisational development activities with the internal clients, including, but not limited to, HR policy implementation, performance management improvement, HR system improvement, learning and development activities;
- Advise internal clients on best practice recruitment, and liaising with staff of the Workplace Relations team to ensure effective and timely recruitment activity;
- Work collaboratively with the Business Units in relation to any Workers Compensation Claims.

Essential Criteria

- Certification/degree in HR/IR
- Minimum 4 years' experience as HR/IR generalist
- Knowledge of, and experience in, a broad range of human resources disciplines, including generalist HR support and industrial relations
- Proven stakeholder management skills and the ability to develop effective relationships with managers, executive and staff to achieve business outcomes
- Proven independent and collaborative working skills
- Experience in the investigation and management of workplace grievances, or capacity to undertake
- Ability to manage competing demands and prioritise activities to ensure effective service delivery
- Proven communication skills in assessing and communicating complex HR information to stakeholders.
- Proven negotiation and analytical skills
- Current NSW Driver Licence
- Willingness to work within the ethos and mission of the Society

The St Vincent de Paul Society is an Equal Employment Opportunity Employer