

Senior People and Culture Partner

Position Description

Directorate:	Corporate Services
Reports to:	Manager, People and Culture Services
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Provide strategic advice and support on people initiatives and deliver organisation-wide and business-specific people outcomes to build the capability of people managers to support overall positive workforce engagement.

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

Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

People and Culture: this team is responsible for the Society's people related functions and strategy including people strategy; people policy; people systems; diversity and inclusion; organisational development; recruitment; people and culture services; employment relations and business partnering.

Safety and Emergency Management: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work and emergency management functions.

Accountabilities and responsibilities

The Senior People and Culture Partner will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Work in partnership with leadership and management teams to provide strategic planning, coaching, advice and solutions on people issues to support the Society to deliver against business strategies and objectives.

- Act as a trusted partner to people leaders in the development of a high-performance organisation to build employee and organisational capability and engagement.
- Build strong partnerships with business leaders on strategic people matters, particularly in relation to people planning, organisational design, change management, performance management, talent management, workforce planning and employment relations.
- Identify the people needs of the business and support the development and implementation of appropriate people plans with leaders.
- Provide specialist advice to leaders on people strategies, risks, issues and trends to support informed decision making.
- Work collaboratively across the People and Culture team in the development and implementation of business-focused people solutions and practices to support the development of workforce capability and culture.
- Contribute to the development and implementation of people policies, processes, and practices.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Measurable contribution is made to adoption of effective people and culture processes and practices within the Society, as a result of support from the Partner.
- People Leaders' outcomes across the range of people leadership accountabilities have improved, as a result of Partner support and coaching.
- Improved staff, member and volunteer engagement as a result of local initiatives implemented and/or actively supported by the Partner.

Key working relationships

In addition to the Manager, People and Culture Services and their direct reports, the Senior People and Culture Partner will foster close working relationships with:

- Directors, Regional Directors and people leaders throughout the organisation;
- Employment Relations (Corporate Services);
- Learning and Development team (Corporate Services);
- People Strategy and Change team (Corporate Services);
- Safety and Emergency Management.

Essential criteria

Critical capabilities

There are nine capabilities expected of all leaders across the Society:

- **‘People we serve’ centric:** (Level 3) Manage the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 3) Manage teams and areas of work to align to the Society’s mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 3) Manage the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Manage collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society’s mission and implement the Strategic Plan.
- **Change leadership:** (Level 3) Manage and mobilise resources to deliver change.
- **Team performance:** (Level 3) Manage and develop individuals and teams to deliver against Society’s strategic priorities.
- **Digital engagement:** (Level 3) Manage virtual, dispersed teams and stakeholders using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, and ways of working.
- **Financial acumen:** (Level 3) Manage the team’s resources, projects and services to deliver positive outcomes within budget.

Role-specific criteria

- Relevant tertiary qualification/s in Human Resources or a related field.
- Broad generalist knowledge and experience in partnering with business leadership teams to develop and implement People and Culture initiatives.
- Extensive experience supporting the resolution of complex people issues.
- High level written and oral communication skills with the ability to influence staff at all levels within the organisation.
- Demonstrated ability to provide a high standard of customer service and develop pragmatic and commercial solutions to meet organisational needs.
- Demonstrated ability to effectively work autonomously, build high trust relationships, manage key stakeholders, coach, and develop leaders and manage competing work priorities.
- Demonstrated ability and expertise in project leadership to oversee effective implementation of initiatives.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.