

POSITION DESCRIPTION

Job title:	People & Culture Business Partner	
Program/Service:	People, Culture & Change	
Location:	Coolangatta	
Award:	SCHADS Level 6	
Reports to:	Director People, Culture & Change	
Direct reports:	Nil	
Financial delegation:	Nil	
Purpose		
<ul style="list-style-type: none"> • Provide proactive advice to implement effective HR strategies to meet Organisational objectives. • Provide strategic advice and assistance to all levels of management with a strong emphasis on the critical areas of performance management, industrial relations, workforce planning, leadership coaching/mentoring, managing change and business improvement. • Establish, build and maintain relationships with managers and employees, delivering specialist advice and coaching across the full range of HR functions ensuring the delivery of effective HR services and continuous improvement. 		
Our Values		
<p>Trust & Respect – we act with integrity and treat people with courtesy and kindness Wellbeing – we connect, we give, we learn, we care and take notice Innovation – we share and foster ideas across the organisation Working Well Together – we work cohesively towards a common goal, creating a positive working environment Being Gracious – we really listen and be polite in our dealings with each other</p>		
Key results area (KRA)	Accountabilities	Estimated % of time spent on KRA
HR Management	<ul style="list-style-type: none"> • Provide accurate and consistent advice on HR/IR issues, interpretation of Award and other legislation relevant to the organisation. • Provide advice and support to employees and managers in the areas of conflict resolution, grievance handling and complaint management in accordance with Momentum Collective's procedures. • Coordinate the Annual Performance Review process for employees. • In conjunction with local managers, coordinate regional workforce planning to ensure the smooth running of rosters that meet budget requirements. • Managing the separation process ensuring the relevant stakeholders are notified, conduct exit interviews, record and report on emerging trends. • In conjunction with the People, Culture & Change team, coordinate employee satisfaction surveys and action relevant findings and recommendations to enhance employee and volunteer engagement. • Assist or conduct investigations of grievances, misconduct or complaints dependent on the severity of the matter. If required, prepare a written report of findings and escalate accordingly. If 	70%

	<p>required, escalate to the Director People, Culture and Change for support.</p> <ul style="list-style-type: none"> • Update, develop and implement HR Policies, Procedures and Forms that support the organisation, ensure compliance and reflect current legislation and industry best practice. • Relieve the WHS Officer and provide support as required for workers compensation administration and injury management processes. • Continuous development and implementation of the HRIS. 	
Capability Build	<ul style="list-style-type: none"> • Deliver expert advice and support to influence and guide managers in the critical planning and management of change initiatives and employee development. • Assist managers with position reviews and workforce restructures. • Contribute to the change management process to ensure it adheres to organisational procedures, the Award and other industrial legislation. • Support the management of employee engagement activities. • Build management capability by providing coaching on effective management of people related issues such as disciplinary matters, underperformance management, grievance and absence management with a focus on early resolution at a local level. 	20%
Projects	<ul style="list-style-type: none"> • Perform special projects as directed by the Director People , Culture & Change 	10%
General responsibilities	<ul style="list-style-type: none"> • Understand the aims and objectives of Momentum Collective and the relevant work division/s. • Demonstrated commitment to working within the Momentum Collective Workplace Values. • Responsibility of this position ensures that the highest quality of respect to clients is maintained at all times (refer to Confidentiality and Code of Conduct Agreement). • Read and carry out actions from all relevant internal communications. • Attend relevant meetings and approved staff development activities as appropriate to this position. • Participate in an annual performance review and plan and seek formal supervision if required. • Follow all reasonable direction from supervisors. 	continual
Team collaboration	<ul style="list-style-type: none"> • Assist in the development of risk and quality management policies and procedures, including the necessary documentation relevant to the service. • Manage effective and professional boundaries and manage effective and professional relationships with all employees of Momentum Collective • Proactively identify opportunities for continuous improvement. • Perform as a role model for clients and staff in terms of attitude, behaviour and professional aptitude. 	continual
Health and Safety	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons. 	continual

	<ul style="list-style-type: none"> • Comply with any reasonable instruction given by the person conducting a business or undertaking that allows that person to comply with the WHS Act 2011 and WHS Regulation 2011. • Cooperate with any reasonable policy or procedure of the business or undertaking that relates to work health and safety that you have been notified of. • Be thoroughly familiar with all procedures relating to health and safety that are provided and in place pertaining to your role. • Participate in any information, instruction, supervision and/or training programs for WHS as directed within agreed timeframes. 	
--	--	--

Relationships

Internal

- Momentum Collective employees across all divisions

External

- External Services

Person specifications

	<i>Critical</i>	<i>Desirable</i>
Qualifications and Credentials	<ul style="list-style-type: none"> • Degree or Diploma of Human Resource Management or equivalent. • Current unencumbered Driver's Licence. 	
Experience	<ul style="list-style-type: none"> • Minimum 3 years' experience in a similar role. • Relevant experience in providing advice and support across the broad spectrum of human resource management and industrial relations. • Demonstrated experience in the interpretation of employment law and applicable legislation. • Demonstrated experience in performance management, conflict and grievance resolution processes. 	<ul style="list-style-type: none"> • RTW Coordination in NSW and/or Qld. • Previous experience using a HRIS. • Previous experience in the not-for-profit sector.
Specific skills	<ul style="list-style-type: none"> • Intermediate computer literacy skills, including the Microsoft Office Suite with proficiency to use and manage a range of software systems. • High level interpersonal communication skills with the ability to build and maintain effective relationships. • Capability to exercise good judgement and critical thinking. • Ability to handle sensitive and confidential information and situations. • Adequate decision making and problem-solving skills. • Ability to communicate professionally and appropriately through written and verbal correspondence. 	

Key performance indicators

Performance will be reviewed based on expectations and specific indicators agreed upon with your Manager. These indicators will include matters critical to the success of Momentum Collective such as:

- Achievement of individual results
- Achievement of team results
- Completion of individual training and development
- Assessment of performance

Acceptance of responsibilities

I have read the requirements and responsibilities outlined in this position description, Momentum Collective’s Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I accept my performance will be measured through the agreed objectives and key performance indicators set with my manager each year and reviewed in accordance with Momentum Collective’s performance management policies, guidelines and processes.

I acknowledge that this appointment requires a satisfactory Police check on commencement and at any time during employment on request.

Employee

Signature

Date

Important note: *This position description serves as a guide to the scope and range of activities that may be required of the incumbent and may change at any time according to the needs and priorities of Momentum Collective.*