

Position Description



Job title	HR Business Partner
Department	People Services
Reports to	Senior HR Business Partner
Date prepared/reviewed	September 2020
Location	Inner City Hub (ICH)
Position Details	Permanent, Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

Brief summary of position's purpose

Reporting to the Senior HR Business Partner, this role will provide support and advisory services to internal Stakeholders in all aspects of Human Resource Management, ensuring that the organisation consistently applies Uniting WA best practice.

In addition, the role will work collaboratively with colleagues on various projects which link directly to the achievement of the Uniting Strategic Plan.

Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future

Respectful – We act with honesty and integrity, and open our hearts to all people without exception

Compassionate – We are nurturing, generous and thoughtful in our words and deeds

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the jobholder under the Uniting Performance Management System annually.

- Assisting the Senior HR BP, deliver HRM outcomes in accordance with the strategic/operational plans
- Assist the business by analysing HRM metrics and trends to inform business decisions and practice
- Build trusted and effective relationships with employees across the business, in particular Practice Leads/Operations Leads/Service Leads/Team Leads
- With a focus on education and continuous improvement, support and assist internal stakeholders, providing fit for purpose operational consultancy support and development services on a range of routine HRM matters including:
 - Workforce review, planning and development
 - Recruitment and selection
 - Performance planning and improvement
 - Employee relations
 - Change management planning and execution
 - Establishment data controls and reporting
- Support and advice on Uniting governance and operational policies and guidelines when required
- Participate in the delivery of various Uniting HRM projects as agreed
- Undertaken any other tasks as required from time to time having regard for relevant skills and experience.

Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

Competencies

The knowledge and soft skill requirements necessary for this position.

- Strong use of initiative and an appetite to challenge the status quo
- Demonstrated ability to form effective relationships at all levels within the business
- Independent worker and an effective team player
- Possesses the ability to think in a contemporary and creative manner
- Strong analytical skills and conceptual ability
- Demonstrated ability to maintain confidentiality
- Experience presenting to employees at all levels of the organisation
- Exceptional level of communication skills, adapting style to the situation
- Ability to maintain a consistent professional approach at all times
- Strong levels of self-awareness
- Demonstrated ability to manage conflict, with the resilience to work with parties to deliver through to resolution.

Qualifications

Education, experience and technical skills required for this position.

- At least 3-5 years' experience in a generalist human resources position
- Tertiary qualifications in human resource management or a related discipline
- Excellent computer literacy skills in MS Office Suite, and Human Resource Information Systems
- Previous experience in the not for profit sector would be desirable
- Current Western Australian Driver's Licence
- Possession of a current National Police Clearance.

Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

The incumbent will from time to time be required to travel to various Uniting Sites.