

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

SENIOR PEOPLE AND CULTURE BUSINESS PARTNER

Location: Blackburn
Reports to: Manager, People & Culture
Supervises: Nil
CHL Capability Band: #2

Primary Purpose:	The Senior People and Culture Business Partner is a strategic partner and trusted advisor, supporting people managers and employees across all aspects of the employee lifecycle. This role is pivotal in aligning people and culture initiatives with the overall business strategy, driving a high-performance culture, and fostering a positive and inclusive work environment.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and is a role model for CHL's values, vision and goals. Staff working at this level are expected to manage work practices for the health and wellbeing of staff and promote and adopt a balanced and positive approach to work.
Work Health & Safety:	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions.
Responsibilities:	<ol style="list-style-type: none"> 1. Strategic HR Partnering: <ul style="list-style-type: none"> • Collaborate with senior leadership and departmental heads to understand business goals and challenges, providing strategic HR guidance and support. 2. Talent Acquisition and Management: <ul style="list-style-type: none"> • Partner with hiring managers to identify staffing needs, create job descriptions, and lead recruitment efforts to attract top talent. 3. Employee Relations: <ul style="list-style-type: none"> • Provide guidance and support to resolve complex employee relations issues, ensuring fair and consistent treatment in accordance with company policies and legislation. • Investigate and address workplace complaints and concerns, fostering a respectful and inclusive work environment. 4. Training and Development: <ul style="list-style-type: none"> • Identify training needs, collaborate with Learning and Development, and support the design and delivery of training programs. 5. Change Management: <ul style="list-style-type: none"> • Lead change management efforts related to organisational changes, program delivery, and other business initiatives. 6. HR Analytics and Reporting: <ul style="list-style-type: none"> • Utilise HR data and analytics to provide insights and recommendations for improving HR processes and decision-making. 7. Compliance and Risk Management: <ul style="list-style-type: none"> • Ensure compliance with federal, state, and local employment laws and regulations, promoting best practice. • Contribute to the development of HR policies and procedures to mitigate organisational risks. 8. Injury Management & Wellbeing: <ul style="list-style-type: none"> • Support leaders in the management of work related and non-work related injuries and illnesses, and engage with the Safety and Wellbeing team to support employee wellbeing and undertake proactive case management and risk mitigation. 9. Team Collaboration: <ul style="list-style-type: none"> • Backfill or provide temporary coverage during team absence/leave, including HR administration, recruitment and employee changes. • Provide additional appropriate support to wider team and organisation.

Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in Human Resources or a related field. • Proven experience as an HR Business Partner or equivalent role • Strong knowledge of HR principles and ability to interpret employment laws and industrial instruments. • Demonstrated experience in dealing with ER and IR related matters and change management. • Exceptional interpersonal, communication, and negotiation skills. • Ability to handle sensitive and confidential information with discretion. • Proficiency in HRIS and data analysis tools. • Intermediate level in using Microsoft Office (Word, Excel, PowerPoint, Outlook) • Commitment to the right of every person to good quality housing • Satisfactory police check
Key Capabilities:	<p>Solves Problems - Uses experience and knowledge of work area to assist in the development of solutions for day-to-day problems</p> <p>Resilience - Role models responding to day to day problems and achieving work outcomes in positive way</p> <p>Innovation & Creativity – Demonstrates initiative and enterprise and supports others to work more effectively</p> <p>Teamwork – Offers constructive feedback and provides balanced and informed perspectives in team meetings</p> <p>Listens, Understands, Adapts - Listens carefully to others, ensures mutual understanding and actively addresses any miscommunications</p> <p>Communication - Confidently presents messages in a clear, concise and articulate manner using the most appropriate medium</p> <p>Nurtures Relationships – Builds and sustains positive relationships with team members, stakeholders and clients. Anticipates and is responsive to client and stakeholder needs and expectations</p> <p>Professionalism & Accountability – Takes responsibility for own work tasks, utilises the specialist expertise of others within CHL and contributes own expertise to achieve outcomes for the business unit</p> <p>Engages with Risk - Understands identified risks and operates within approved processes and policies, seeking advice when required. Ensures risks are reported on and corrective actions identified</p> <p>Probity - Acts and at all times encourages others to operate within the boundaries of CHL processes, policies, and legal constraints.</p>