

POSITION DESCRIPTION



POSITION TITLE	People and Culture Partner
REPORTING TO	Senior Manager, People and Culture
DEPARTMENT	Organisation Capability & People
CLASSIFICATION	Common Law

THE ROLE

To provide current, sound, and best practice guidance relating to employee relations, interpreting legislation, policies and awards, coaching/development, conflict management, and workforce planning, while maintaining effective and collaborative relationships.

KEY RESPONSIBILITIES

Duties

- Advising leaders on key people processes such as recruitment and selection, performance management, development and building high performing teams focusing on team member experience and engagement
- Supporting the development and implementation of strategic initiatives such as building leaders capability, culture change and technological innovation
- Health and Safety Leadership including the management of YWCA's consultation processes and workers compensation
- Developing and reporting on people metrics (recruitment, retention, leave) to support people leaders decision making
- Manage projects such as performance planning and development talent management and implement initiatives including communications planning
- Prepare communications for the company intranet
- Other tasks as assigned

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Tertiary qualifications in HR/IR or a related field
- Demonstrated experience as a HR partner/generalist across the employee lifecycle
- A pragmatic, solutions-focused and customer centric approach to HR, with strong communication, influencing and analytical skills
- Solid understanding of employment legislation, industrial instruments (SCHAD's & Hospitality Award desirable), and contemporary People & Culture practices
- A high degree of drive and initiative, project management skills and the ability to balance competing priorities in a changing environment
- Health Safety and Wellbeing experience including workers compensation management
- Experience utilising technology to improve people practices, people metrics and the employee experience
- Ability to build strong relationships at all levels based on trust and collaboration
- Demonstrated passion for Women's Rights, social change and contributing to an organisation that advocates for equality through influencing and pushing boundaries
- Valid state-based working with children or working with vulnerable people check
- Experience working within a Not-for-Profit environment (highly desirable)

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At YWCA Australia, we live our values every day

