

POSITION DESCRIPTION



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

THE ROLE

Partnering with managers and employees, providing support on matters across the employee lifecycle and advancing people strategies and processes.

KEY RESPONSIBILITIES

Duties

People and Culture support to client groups:

- Manage employee relations matters, such as performance issues, complaints, and grievances
- Provide guidance and support to leaders, on people processes such as recruitment and selection, performance, development and engagement
- Provide timely and accurate advice to leaders and employees on relevant legislation, Awards, and policies
- Support organisational change initiatives through effective planning, communication, and execution
- Prepare letters and documents associated to people matters and processes
- Utilise people metrics and analytics to inform decision-making and improve people processes

People and Culture initiatives and projects:

- Support the development and implementation of strategic initiatives
- Lead and project manage people and culture projects to advance a positive and inclusive workplace
- Prepare project reports and business case papers

People & Culture Policies and Procedures:

- Advance people and culture processes to reflect contemporary practice and support employees living our values
- Review and update people and culture policies, procedures and guidelines
- Provide advice regarding people related policies and procedures
- 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
- Demonstrated experience in developing and maintaining trusted, effective partnerships with key stakeholders to support the delivery of organisational objectives
- Solid understanding of employment legislation, industrial instruments (SCHAD's & Hospitality Award desirable), and contemporary People & Culture practices

Current at July 2024

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- Strong project management and change management skills
- Experience utilising technology and people systems to improve people practices, people metrics and the employee experience
- 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)

At YWCA Australia, we live our values every day

