



Title	People & Culture Business Partner
Reports to	General Manager People and Culture
Works with	The General Manager People and Culture, Head of People Services and People and Culture Team to develop and direct an HR agenda that closely supports GSANZ's strategic goals
Direct Reports	This role does not have any direct reports
Last Updated	July 2020
Good Shepherd Australia New Zealand (GSANZ)	
<p>Our strategy outlines the world we want to see and our role in advancing it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice, support people to live fulfilled lives, enable economic wellbeing and to support our communities to thrive.</p>	
Role Purpose	
<p>An integral member of the People and Culture division, adopting a professional, informed and principles based approach you will be responsible for:</p> <ul style="list-style-type: none">• Consulting with leaders and providing effective HR advice and quality services in relation to workforce planning, employee lifecycle, employee relations, performance management, remuneration, conflict resolution and emerging HR areas.• Working closely with leaders and employees to drive talent acquisition and to improve work relationships, build morale and increase productivity and retention.• Partnering with and supporting leaders and employees in the interpretation and adherence to the GSANZ Enterprise Agreement and/or other appropriate industrial instruments.• Providing advice, coaching, feedback and support to leaders in order to effectively manage the performance and development needs of their teams and ensure a culture reflective of GSANZ's values.• Contributing to the development and review of HR strategies, policies and procedures.• Ensuring the quality and compliance of HR documentation; facilitating monthly workforce reporting for the General Manager People and Culture; administering pulse checks and other surveys as considered appropriate; analysing workforce trends and metrics; and providing relevant constructive advice and business strategies.• Assisting the Head of People Services to identify, establish, improve and maintain better practice processes that ensure the Networks ongoing success	
Qualifications and Experience	
<ul style="list-style-type: none">• Appropriate tertiary qualifications in Business, Human Resources or a related discipline• Experience in a generalist HR role	
Mandatory Requirements	
<ul style="list-style-type: none">• A satisfactory Police Check• A current Working with Children's Check (WWCC)	

Responsibilities

Strategy

- Support the People and Culture division deliver against agreed goals, strategies and outcomes consistent with mission and overall network strategic plan
- Support the development and implementation of the People and Culture operational plan
- Identify opportunities for innovation and optimisation of People and Culture activities

People

- Engaged member of a high performance team that demonstrates the capabilities outlined in GSANZ capability framework
- Support managers to coach team members for development in current role and support career development planning for future roles
- Ensure effective and timely communication across the team and organisation
- Supports the team's wellbeing and recognition
- Demonstrate commitment to own learning and development
- Take responsibility for own wellbeing

Clients

- Develop and maintain a sound understanding of internal clients' needs
- Ensure quality outcomes for internal and external clients is at the forefront of all People and Culture activities

Service Delivery and Operations

- Ensure all People and Culture activities meet legal and other compliance requirements
- Ensure all People and Culture services are delivered to meet client expectations
- Support the General Manager People and Culture to provide strategic People and Culture advice to the Executive Leadership team
- Proactively work to mitigate people and operational risks
- Optimise externally provided services
- Other duties as reasonably required

Stakeholders

- Develop constructive, collaborative relationships with other GSANZ teams and departments
- Manage and maintain effective relationships with external service providers
- Manage relationship with Australian Services Union as required

Compliance

- Demonstrate behaviour consistent with GSANZ mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain Occupational Health and Safety standards at all times

Leadership Capabilities

- Interface management - manage relationships between team members and from the team itself to others teams or key stakeholders
- Active Listening- concentrate on, understand and appropriately respond, to what is being said
- Communication - effectively adapt communication modes and styles to different audiences and mediums
- Team Relationships - recognise, value and optimise the individual skills and abilities of each team member
- Problem Solving and counselling - work with others effectively to solve problems and develop capability

- Participative decision making - maintain people at the centre of decision making and involve others for ownership and commitment
- Team development - contribute to development of strategies to address gaps and optimise team function
- Delegation - execute the accountabilities of the role in line in line with agreed delegations
- Objective setting - work with the Head of People Services to identify and set individual goals consistent with strategic and operational plan
- Quality Standards - commitment to quality standards, processes and continuous improvement
- Work allocation - delivers tasks and accountability to balance and optimise team outcomes

Values & Behaviours - We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.