

## Position Description

<b>Position Title</b>	Business Partner, People and Culture (P&C)
<b>Department:</b>	P&C
<b>Reports to:</b>	Manager, People and Culture

## Purpose of the Position

To provide specialist expertise within the People and Culture function and more broadly across Housing Choices Australia as appropriate.

*“We help our people, home people”*

The Business Partner P&C provides contemporary and responsive human resources (HR) advice, guidance and services. The role works collaboratively in partnership providing trusted support in People matters and contributing to development of best practice and strategy as well as key People projects. The Business Partner P&C will also be a pivotal role in supporting and building local leadership capacity to achieve engaged, high performing teams.

## Cultural Alignment

Personal alignment with Housing Choices Australia’s values is an important part of working with us.

- We put people first
- We value difference and work together
- We trust and are trusted
- We learn and adapt
- We strive to be better

## Specific Responsibilities

- Actively contribute to creating a high performing and collaborative team.
- Develop solutions and deliver outcomes that reflect HCA’s strategy, business plans, values, priorities, policies.
- Keep up to date with employment legislation and contemporary thinking and contribute to the development and implementation of People and Culture best practice.
- Develop effective internal relationships and collaborations to progress HCA’s strategic agenda and outcomes for residents.
- High quality provision of customer focused and best practice People and Culture services across day-to-day generalist HR functions, including but not restricted to: recruitment, selection & onboarding, induction and probation, performance planning, learning & development, payroll and remuneration, HR systems (HCA People Centre, GEM program etc), health & safety.
- Provision of responsive, appropriate and sound guidance, advice and support when dealing with industrial relations (IR) matters, including but not restricted to change management and complex People matters.

- Effectively contribute to and take a lead role in strategic projects and continuous development and review of P&C policies and practices.
- Ensure high quality and accurate HR administration and record keeping always maintaining confidentiality and privacy obligations.
- Generalist and flexible support provided to the P&C manager and Team, including but not restricted to People metrics and reporting, compliance reporting and invoicing.

## You are part of something bigger

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at Housing Choices Australia is expected to:

- Live our values everyday
- Work collaboratively to identify opportunities to deliver improved resident outcomes
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations
- Establish and maintain excellent working relationships across our organisation
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety
- Contribute to the development and review of policies and procedures relevant to the role
- Comply with reasonable reporting and accountability requirements of the organisation

## Key Relationships

- Service Delivery teams – Team Leaders, Managers and GM's.
- Corporate and support function teams – Payroll/Finance, Communications, Quality and Compliance, IT
- People and Culture Steering Committee

## Selection Attributes

### Knowledge and Qualifications

- Relevant tertiary qualification in human resources management or related discipline
- Demonstrated capacity to support change and innovation and deliver creative and leading practice solutions
- Sound knowledge in broad range of HR functions and HR systems, preferably ELMO and CHRIS21
- Sound knowledge of employment legislation and related

### Experience

- Proven experience and successful track record in a comparable P&C or HR advisory role or discipline(s) in the public/community, private housing sector or transferable sector
- Experience in development and improvement of People practices or implementing best practice

### Skills

- Highly developed written and oral communication skills
- Strong interpersonal skills
- Well-developed conceptual, analytical and problem-solving skills
- Ability to manage conflicting priorities and high work volumes without affecting quality of service delivery

High level organisational and prioritisation skills.

- Excellent attention to detail and accuracy.
- High level of emotional intelligence.
- Strong customer service ethic and ability to build relationships and trust across all levels of the business.
- Ability to be flexible and adaptable and work using own initiative.
- Highly developed administrative and computer skills.
- Self-motivated and able to work with minimal direction and supervision.
- Ability to maintain confidentiality and privacy.

**Other Requirements**

- Willingness to undertake all relevant screening
- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background
- Current driver's license and willingness to travel across HCA sites and interstate as required.

I acknowledge that this position description outlines the core role requirements and workplace expectations. I understand its intention is to support a focus on key outputs and that flexibility is required in a dynamic, complex and changing environment.

**Job Holder** \_\_\_\_\_ **Date** \_\_\_\_\_