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## PEOPLE BUSINESS PARTNER & REPORTING LEAD

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SEPTEMBER 2024

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### POSITION SUMMARY

Location:	Parkville (Hybrid working available with 2-3 days onsite)		
Functional area:	People Experience and Wellbeing		
Classification/ Salary:	\$125,000 base + 11.5% super + access to \$15,900 NFP and meals/entertainment salary packaging		
Job level:	Level 4		
Reports to:	Head of People Partnering		
Employment type:	Full time		
Employment length:	Ongoing, subject to funding		
Direct reports	0	Indirect reports	0

### POSITION PURPOSE STATEMENT

The People Business Partner and Reporting lead will work proactively with the leadership team and employees in designated client groups to ensure that the people needs of the business are met. They will assess and anticipate Human Resources/ER/IR related needs, and through collaborative partnerships with leaders across the organisation, deliver value-added service to management and employees in line with our strategic direction.

#### People Experience and Wellbeing

The People Experience and Wellbeing team are a team of 10 who support around 650 employees employed by Orygen and the University of Melbourne who work under the Orygen brand. Support of people related issues includes specialisations spanning; business partnering, talent acquisition, reward, organisational development, work health and safety and volunteer engagement. The team support employees in both clinical and non-clinical positions, who work in geographically dispersed locations across Australia

### POSITION FOCUS

	Key responsibility area	Percentage
1	Business Partnering	50%

### REVOLUTION IN MIND

2	Imbed People Initiatives	20%
3	Reporting	20%
4	Other	10%

## POSITION KEY RESPONSIBILITY AREAS

### 1. Business Partnering

- Develop and maintain positive and effective partnering relationships with leaders and their people to identify implications of strategic and business plans.
- Promote effective ways of working and agree appropriate local-level interventions to maximise opportunities, respond to trends, emerging business issues, support change and manage risk.
- Support our leaders to develop and execute action planning initiatives identified through engagement surveys and pulse surveys.
- In conjunction with the Talent Acquisition business partners, facilitate effective workforce planning to identify capacity and capability of the business to deliver its objectives.
- Provide initial advice and support to client groups on safety and wellbeing related items, including reporting, incident and injury management and issues resolution
- Work within a business partnership model, provide professional business-focussed advice, support and guidance to designated client groups.
- Provide professional, strategic and operational HR advice on the interpretation of HR policies and procedures, employment legislation, and managing change processes, providing risk analysis to support this. Constructively challenge decisions which are not in best interest of the organisation.
- Provide strategic and operational advice on the interpretation and application of relevant employment legislation, EAs, Modern Awards and people and culture policies and procedures.
- Lead and guide management in strategically engaging and dealing with union representatives.
- Provide proactive support and advice for case management of employee ill health/mental health issues, performance management, conduct issues, grievances and investigations driving positive changes in the management of people and performance.
- Escalate high risk and/or sensitive matters to the Head of People Partnering in a timely manner.
- Coach leaders in designated client groups to have conversations with impact.

### 2. Imbed People Initiatives

- Lead and deliver business as usual /annual people and culture initiatives in designated client group (for example performance).
- Lead and/or actively participate in People initiatives and projects as agreed with the People Experience and Wellbeing senior leadership team. Leading projects may include project scoping, planning and execution.
- Assist with regular reporting and updates, particularly in relation to any key emerging issues or specific people cases.
- Assist with developing and delivering learning and training strategies to meet developmental needs, skill gaps and build individual and team capability to deliver on our organisations vision and purpose.

### 3. Reporting & Systems

- Develop and manage the people partnering metrics ensuring that they provide engaging insights to influence and support business requirements and strategies.
- Collate the People Experience and Wellbeing team monthly and bi-monthly reporting as required by ELT, People and Remuneration Committee and the Board.
- Strategically interpret data and provide commercial insights, recommendations and improvements as required.
- As required, develop bespoke and purposeful people partnering reporting for client groups and senior leaders.
- Act as the escalation point for all Employment Hero, Fit2work and employee record related issues.

#### 4. Other

- Assist with developing and implementing a contemporary, comprehensive and cohesive suite of people and culture policies and procedures for Orygen.
- Collaborate with people experience and wellbeing colleagues to share good practice, ensure an integrated and consistent approach to the delivery of services and provide cover for colleagues as necessary
- Provide support and guidance to the Coordinator and Advisor as required.
- Identify new opportunities for the people experience and wellbeing team to add value to the organisation and to support effective implementation of strategies, policies and procedures.
- Maintain detailed and accurate employee file notes and records.
- Lead and support key organisational change projects as required, role modelling change and mentoring colleagues to aid their development.
- Maintain a safe environment and ensure staff and visitors to Orygen managed sites do not take unnecessary risks
- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

### EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification in human resources management.</li> </ul>
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### EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>• Extensive experience in a similar people and culture business partner and leadership role in a complex organisation.</li> <li>• Proven experience in influencing senior leaders with a proactive and collaborative approach.</li> <li>• Extensive IR/ER/HR knowledge of relevant state and federal industrial relations, the Modern Award framework and other employment related legislation.</li> <li>• Solid experience in managing dispute resolution with union delegates.</li> <li>• Highly developed oral and written communication skills with the ability and confidence to address complex and sensitive people issues across all levels of an organisation.</li> <li>• Experience in developing and maintaining positive and professional working relationships with a range of internal and external stakeholders.</li> </ul>
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	<ul style="list-style-type: none"> <li>• High level influencing and negotiating skills to steer decisions and actions to achieve a desired outcome.</li> <li>• Experience in reporting, compiling and analysing data</li> <li>• Ability to interpret data and provide commercial insights and recommendations for continual improvement</li> <li>• Sound judgement and capability to balance risk and commercial outcomes.</li> <li>• Ability to adapt, be open to new ideas, accept changes in priorities, recognise the merits of different options and change direction quickly.</li> <li>• Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic and fast-paced environment.</li> <li>• Proficiency in the use of the Microsoft Office suite of applications and HRIS software.</li> <li>• Experience working within health, not for profit or similar would be beneficial.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• A pro-active client service approach and demonstrated ability to maintain excellent client relations.</li> <li>• Excellent interpersonal and communication skills both written and verbal.</li> <li>• Highly organised, demonstrates initiative and is outcome focused.</li> <li>• Strong attention to detail.</li> <li>• Display our core values and be supportive, empathetic, non-judgemental, maintain confidentiality and be discreet in all interactions with colleagues.</li> <li>• Be a strong team player with the flexibility to step up and provide support where needed.</li> </ul>

### KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> <li>• People Experience and Wellbeing team</li> <li>• Executive Leadership Team</li> <li>• Managers and supervisors</li> <li>• Employees</li> <li>• Internal support functions e.g. Marketing, Corporate Services, Business Technology Solutions and Finance</li> </ul>
External	<ul style="list-style-type: none"> <li>• Union delegates</li> <li>• External vendors</li> <li>• University Partners</li> <li>• Partner Organisations</li> </ul>

### SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> <li>• Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.</li> </ul>
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- You may be required to work across more than one of Orygen’s sites, which are currently located within the north and west of Melbourne.
- A current Victorian driver’s licence.
- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required.

### SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

### ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	[insert name]
Signature	[insert signature]
Date	[insert date]