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## HEAD OF PEOPLE PARTNERING

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JUNE 2024

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### POSITION SUMMARY

Location:	Parkville (Hybrid working available with 2-3 days onsite)		
Functional area:	People Experience and Wellbeing team (PEW)		
Classification/ Salary:	Up to \$150,000 base salary + 11% super + access to \$15,900 NFP salary packaging + entertainment/meals packaging		
Job level:	5		
Reports to:	Chief People Officer		
Employment type:	Full time (1.0 FTE)		
Employment length:	Permanent, subject to funding		
Direct reports	3	Indirect reports	No

### POSITION PURPOSE STATEMENT

The Head of People Partnering is a key leadership role and a member of the People Experience and Wellbeing senior leadership team. The Head of People Partnering leads the Business Partnering and People Assist functions to ensure the provision of commercial and high-quality HR leadership and advice to staff working at Orygen and at the Centre of Youth Mental Health (CYMH). You will collaborate with the broader People Experience and Wellbeing team to ensure the successful implementation and embedding of people strategies across the organisation.

#### **People Experience and Wellbeing**

The People Experience and Wellbeing team are a team of 10 who support around 650 staff 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 staff in both clinical and non-clinical positions, who work in geographically dispersed locations across Australia

## POSITION FOCUS

	Key responsibility area	Percentage
1	Operations & Team management	20%
2	Business Partnering	40%
3	Imbedding Strategic Initiatives	20%
4	Employee Relations	20%

## POSITION KEY RESPONSIBILITY AREAS

### 1. Operations and Team Management

- Strategic leadership, operational and performance management of the People Partnering team to ensure the delivery of Orygen's strategic and operational objectives.
- Lead, design and imbed a proactive, fit for purpose client service delivery model.
- Coach and develop direct reports to support their performance, career development and wellbeing.
- Provide supervision and support to the People Assist function (Coordinator and Advisor), lead in their skill development and HR knowledge.
- Delegation of PEW operational activities including onboarding, offboarding and employee life cycle processes and ensuring accurate data entry into the HRIS for payroll purposes.
- Manage and delegate Coordinator support to the broader PEW team as required
- Manage the team's reporting and operations to ensure processes and systems are created, maintained and reviewed to create ongoing efficiencies.
- Promote best practice, ensure a broad consistency of approach, and provide coverage to the Business Partner as necessary.
- Develop and maintain relationships with account managers and external stakeholders to ensure subscriptions are commercially viable, fit for purpose and provide a high return on investment.
- Manage and contribute to related People and Wellbeing projects and initiatives as directed by the Chief People Officer.

### 2. Business Partnering

- Work within a business partnership model, provide professional business-focused advice, support and guidance to designated client groups.
- Take a coaching approach to facilitate effective, consistent leadership that empowers people management, expecting and enabling managers to assume increasing responsibility for all aspects of people management.
- Provide professional senior level, 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.
- Facilitate effective workforce planning to identify the capacity and capability of the organisation to deliver its objectives.
- Build strong working relationships based on credibility and open communication.
- Work in partnership with senior management teams to identify the people implications of strategic business plans and other developments.

- Promote effective ways of working and agree appropriate local-level interventions to maximise opportunities, support change and manage risk.
- Analyse trends and metrics in partnership with the People Partnering team to develop solutions, programs and policies.
- Provide initial advice and support to client groups on safety and wellbeing related items, including reporting, incident and injury management and issues resolution.
- Constructively challenge decisions which are not in best interest of the organisation.
- 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
- Provide strategic and operational advice on the interpretation and application of relevant employment legislation, EBAs, Modern Awards and People Experience and Wellbeing policies and procedures.
- 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 the Chief People Officer in a timely manner.
- Coach leaders in designated client groups to have conversations with impact.

### **3. Imbedding Strategic Initiatives**

- Support the development of creative, bespoke and practical implementation plans to ensure the successful embedding of people strategies across the organisation.
- Collaborate with the People Experience and Wellbeing senior leadership team to develop learning and training strategies to address development needs.
- When required, deliver learning and development strategies to the organisation.

### **4. Employee Relations**

- As the Employee Relations subject matter expert, provide high quality industrial and employee relations advice and services to Orygen.
- Lead and guide management in strategically engaging and dealing with union representatives.
- Manage and resolve complex employee relations issues. Conduct effective, fit-for purpose and objective investigations.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partner with the legal support as needed.
- Provide day-to-day performance management guidance to people managers (coaching, counselling, career development, disciplinary actions) driving positive changes in the management of people and performance.
- Contribute to policy development and implementation in relation to industrial and employee relations matters.
- Ensure effective delivery and take up of the Employee Assistance Program.

## EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> <li>Tertiary qualifications in Human Resources, Business or relevant discipline.</li> </ul>
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## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>Substantial experience in a similar HR leadership role, managing a team and experience partnering with executives and senior leaders.</li> <li>Demonstrated experience leading and developing a high performing team that takes a pro-active approach to service delivery.</li> <li>Ability to drive the adoption of innovative solutions and truly embed them into a complex organization.</li> <li>Extensive 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>Politically savvy, able to achieve desired outcomes in an environment of competing priorities and objectives.</li> <li>Proven experience in influencing senior leaders with a proactive and collaborative approach.</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>Experience working and interpreting Modern Awards and EBA's</li> <li>Experience using Microsoft suit of programs and other IT based systems and programs</li> <li>Ability to interpret data and provide commercial insights and recommendations for continual improvement</li> <li>High level influencing and negotiating skills to steer decisions and actions to achieve a desired outcome.</li> <li>Sound judgement and capability to balance risk and commercial outcomes.</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>Experience working within health, not for profit or similar would be beneficial.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>A consummate leader, business partner and change agent, with the gravitas to build high-trust relationships at executive level in a diverse and complex environment</li> <li>Emotionally intelligent, can challenge the status quo in a respectful way to implement change and new ways of working.</li> <li>Highly collaborative, will contribute to positive team and organisational culture</li> <li>An ability to work under pressure and manage conflicting priorities with ease</li> <li>Highly organised, demonstrates initiative and is outcome focused.</li> <li>Can quickly grasp concepts, work in the detail but also the bigger picture.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Flexible and adaptable to changing work requirements.</li> <li>• A positive attitude, a sense of humour and fun.</li> </ul>
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### KEY RELATIONSHIPS

<ul style="list-style-type: none"> <li>• Internal</li> </ul>	<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>
<ul style="list-style-type: none"> <li>• External</li> </ul>	<ul style="list-style-type: none"> <li>• Unions</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> <li>• 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.</li> <li>• A current Victorian driver’s licence.</li> <li>• 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.</li> <li>• Occasional out of hours, evening and/or weekend work may be required.</li> </ul>
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### SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> <li>• Promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.</li> <li>• Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.</li> <li>• Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.</li> <li>• 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.</li> </ul>
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### ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	