

Position Description

People Partner

Position	People Partner
Team	People and Culture
Role Classification	SCHADS level 6
MARAM Tier Level	Tier 4 Please refer to MARAM Responsibilities Guide for more information.
Employment Type	Part Time Permanent
Hours	0.6 FTE - 0.8 FTE
Location	Sandringham and Frankston (Bunurong Land) From time to time the incumbent may be requested to work from, or be based at, other Family Life sites.
Reports To	Executive Manager People & Culture
Effective Date	May 2024

Overview of Program

The People and Culture team empower and enable leaders and teams across the organisation to attract, recruit, retain and develop high-quality talent to create a high performing, engaged workforce to position Family Life as an employer of choice.

Position Objective

The People Partner enables and empowers staff at Family Life to build a culture of high performance and to provide an engaging employee experience. The objective of the People Partner role focuses on building positive relationships and addressing workplace issues by providing guidance and support to both employees and managers on a wide range of workplace matters, including conflict resolution, performance management, disciplinary actions, and policy interpretation.

The People Partner provides trusted, technically sound leadership and advice on organisational employee relations processes. The position focuses on supporting our people throughout the stages of the employee lifecycle to provide guidance, support and advice on a range of complex and challenging employee relations matters. The People Partner is responsible for monitoring and evaluating the employee experience and works with leaders to develop strategies to enable a highly engaged workplace culture.

The key responsibilities include but are not limited to:

- Lead and navigate a range of employee relations processes, varying from informal issue resolution to complex formal matters; including performance, conduct and termination processes, and case management of Industrial Relations matters.
- Provide technically sound advice to managers on a range of people matters to ensure organisational compliance with relevant legislation and industrial instruments.
- Provide advice and develop strategies with leaders and teams across all areas of the employee life cycle, including talent attraction, remuneration and classification, onboarding, probation, performance assessment and feedback, and talent and succession planning.
- Leadership of organisational change processes to ensure appropriate communication and consultation with employees to facilitate effective change management.
- Monitor and Evaluate the employee experience through quarterly Employee Pulse Surveys and the Annual Survey. Analyse results and prepare team-based progress reports. Work with Leaders to develop action plans to address any issues and to build strategies that build employee engagement.
- Build and maintain strong stakeholder relationships across the organisation.
- Develop and deliver People and Culture related training and other learning initiatives in consultation with the Learning & Development Partner to ensure alignment with organisational learning needs and best practices.
- Develop and review policies, frameworks and procedures to enhance the People and Culture function.
- Design, develop and implement people initiatives and projects, in relation to the People Pillar of the organisational Strategic Plan and Annual P&C plan.
- Provide People & Culture support to internal working groups and organisational projects.
- Liaise with legal advisors and other specialists regarding people related issues where external advice is required.

Key Selection Criteria

1. Tertiary qualification in a relevant discipline such as human resources, law or industrial relations.
2. Minimum of 5 years' experience in a People and Culture/Human Resources Generalist role.
3. Experience in independently leading and facilitating informal and formal performance, disciplinary and change management processes.
4. Comprehensive knowledge and understanding of employment relations, and the application of policies, employment legislation and the application of industrial instruments.
5. A growth mindset, a flexible and adaptable attitude and a creative and innovative approach to People and Culture practices.
6. Substantial experience in the provision of Human Resources advice in a complex environment.
7. Demonstrated relationship building skills with ability to develop rapport and communicate effectively with internal and external stakeholders.
8. Well-developed research, investigative and report writing skills with an ability to work collaboratively within a team environment.
9. Strong analytical, problem solving and critical thinking skills.
10. Demonstrated coaching, negotiation and conflict resolution skills.
11. Information technology skills, including experience with Human Resource Information Systems and the Microsoft Office suite.

The Family Life Way

The six behaviours of **The Family Life Way** are at the heart of the work that we do; they inspire us to achieve the best results for our clients and the communities we serve. The Family Life Way exemplifies our commitment to supporting our people to produce quality services and outcomes.

Create Safety



- Safety for Clients and Peers
- Respect, Empowerment & Well-being
- Be Supportive
- Be Kind

Celebrate Difference



- Welcome Diversity
- Celebrate Difference Of Ideas
- All Community Members are Welcome at Family Life
- Share Knowledge and Experiences

Be Bold



- Fail Forward
- Lead By Example
- Ask Why?
- Ask for Feedback and Self-Reflect

Be Real



- Be the Best Version of Yourself
- Admit What You Don't Know
- Have the Hard Conversations, Respectfully
- Be Open and Honest

Dream Big



- Have Stickability - Persistence
- Think differently, Innovatively
- Be Adaptable
- Plan and Prioritise

Embrace Everyone



- Many Voices, One Purpose - To Transform Lives for Stronger Communities
- Collaboration
- Partnerships
- Be Inclusive and Encourage Participation

Additional Information

- Family Life is a youth and child safe organisation that values, respects, and listens to children and young people.
- All offers of employment are subject to a satisfactory Working with Children Check and Police Records Check.
- Family life operates across multiple sites, therefore it is essential that all employees hold a current Victorian Driver's License.
- Family Life offers generous salary packaging benefits.
- All offers of employment at Family Life are subject to a six-month probationary period.
- Family Life is committed to providing a safe, healthy and friendly working environment.
- Family Life prides itself on being flexible and family-friendly wherever possible for the mutual benefit of employees and the organisation.
- Family Life expects all employees and volunteers to understand and behave in accordance with our principles, purpose, values and code of conduct.