

Position Description: Senior Human Resources Business Partner

Reports to: Senior Manager, HR Business Partnering

Location: This role is based primarily at either Yooralla Head Office at 595 Collins Street, Melbourne, or Berry Street Head Office, 588 Swann Street, Richmond with some flexibility to work remotely as agreed with your manager. Site visits in metropolitan and regional Victoria will also be required

Role Purpose:

The **P&C Business Partner** is a key role supporting our senior leaders in their role managing complex people issues within a complex industrial relations landscape. The role also supports the effective delivery of strategic and operational HR priorities. The role partners closely with senior leaders to drive employee engagement and performance while fostering a culture aligned with the organisation's mission and values.

Role Responsibilities:

Leadership & Stakeholder Engagement

- Work with the leadership team within the portfolio to develop and implement people strategies that align with the evolving organisational strategy and the organisation's ability to respond to workforce needs and challenges
- Act as a trusted advisor to senior leaders, providing insights and guidance in relation to people matters and organisational culture
- Drive initiatives with leaders to enhance employee experience, retention, and organisational performance.
- Collaborate with senior leaders to drive change management initiatives and support organisational transformation.
- Build the HR capability of our leaders by developing and educating them on HR related matters.

Industrial & Employee Relations

- Support leaders and the team to navigate the industrial relations landscape, including multiple Awards and Enterprise Agreements, ensuring compliance with employment legislation.
- Provide high-level advice on complex employee relations matters, including disputes, disciplinary processes, and enterprise bargaining.
- Represent the organisation in negotiations, mediations, and Fair Work Commission proceedings as required.
- Build strong relationships with unions and other key stakeholders to foster a constructive industrial relations environment.

Experience & Capabilities:

- Extensive experience in HR business partnering roles, preferably in a not-for-profit or community services setting.
- Strong expertise in industrial relations, including enterprise bargaining, award interpretation, and Fair Work matters.
- Understanding of workforce planning, change management, and employee engagement.
- Exceptional stakeholder management and influencing skills, with the ability to build strong relationships at all levels.
- Strong understanding of diversity and inclusion principles in a workforce setting
- Strong communication, interpersonal, coaching and leadership skills
- Experience in community and/or disability services is highly regarded.
- Demonstrated understanding of child safe work practices including Reportable Conduct and Child Incident Management Systems is highly regarded.
- Experience in supporting change management and organisational transformation initiatives.
- Current knowledge of trends in human resources practice, leadership development and industrial relations

Mandatory requirements:

- Current National Police Record Check
- Working With Children Check
- NDIS training



- Drivers License is highly desirable given the need to travel to various site locations within designated portfolio.

Qualifications:

- Bachelor's degree in Human Resource Management, or a related field; Master's degree highly regarded.