

POSITION DESCRIPTION

Position Title	HR Business Partner	Position Number	149
Service Area	People and Culture		
Remuneration	Level 6	Position FTE	1.0 (38 hours per week)
Reporting to	General Manager People and Culture		
Supervision of	No direct supervisory responsibilities		
			Updated February 2023

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

- Empowerment** We create a community where everyone believes they have the ability to make a difference.
- Innovation** We foster an environment where creativity thrives.
- Commitment** We have the courage and determination to make it happen.
- Collaboration** We work together to achieve shared goals.
- Social Justice** We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

The HR Business Partner partners with leaders across the organisation to deliver efficient and effective human resources covering the full employee life cycle, assists in the delivery of strategic human resources plans and people initiatives and coaches and supports to build overall capability of the organisation, whilst ensuring that St Bart's meets its legislative and regulatory obligations.

**We're by
your side.**



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Key Responsibilities

- Proactively assist and support managers in relation to best practice human resource management and policy and procedures, including recruitment and selection, on-boarding, learning and development, performance and conduct, job design and classification, change management, fitness for work and workforce planning.
- Provide expert and timely advice to managers and staff on the interpretation and application of policies and procedures, employment related legislation, awards and enterprise agreements.
- Contribute to the ongoing performance of employees through delivery of corporate induction and facilitating probation and annual performance review processes.
- Increase organisational capability of employee relations through active participation, guidance, and coaching to enable self-management of employee related matters.
- Provide guidance to management and facilitate any employee performance matters.
- Support and where appropriate lead workplace investigations and resolution of grievances, misconduct, terminations and disciplinary matters.
- Provide support in negotiations and bargaining activities for the Enterprise Agreements.
- Develop and maintain ongoing positive and productive relationships with relevant unions and representatives.
- Undertake human resource reporting activities to support compliance and business decision making.
- Assist in the development of a human resource strategy, policies and procedures.
- Other human resources generalist duties and accountabilities as operationally required and directed.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Barts.
- Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes.
- Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.

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- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
Education	
Tertiary qualification in Human Resources and/or Industrial/Employee Relations and/or Employment Law	Essential
Experience	
Considerable demonstrated generalist human resources experience including experience in the interpretation of employment legislation, advising on industrial instruments and expertise in employee/industrial relations	Essential
Knowledge, Skills and Abilities	
High level knowledge and understanding of contemporary human resource management issues including employment legislation, industrial awards and agreements	Essential
Sound understanding of procedural fairness and the practical application	Essential
Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels, unions and other third parties	Essential
Ability to develop highly effective working relationships, build rapport and partner with employees across all levels of the organisation, including senior management, to effectively coach, negotiate and influence where required	Essential
High level of integrity and confidentiality	Essential
Other	
A current satisfactory National Police Clearance obtained within the last three months	Essential
A current WA "C" Class Drivers Licence	Essential

Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

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Employee
Name

Signature

Date
