

## POSITION DESCRIPTION

<b>Position Title</b>	People & Culture Business Partner	<b>Position Number</b>	149
<b>Service Area</b>	People and Culture		
<b>Remuneration</b>	Level 6 (CLC)	<b>Position FTE</b>	1.0 (38 hours per week)
<b>Reporting to</b>	Chief People & Culture Officer		
<b>Supervision of</b>	People & Culture Officer and Payroll Officer		
			Updated July 2024

### 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 People & Culture 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

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your side.**



regulatory obligations.

## 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.
- Lead, support and develop the People & Culture Officer and the Payroll Officer in their day-to-day functions.
- Contribute to the ongoing performance of employees through delivery of corporate induction and facilitating probation and annual performance review processes.
- Coordinate a corporate learning and development program and annual training calendar with a view of best practice and value for employees and the organisation.
- 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 Bart's.
- 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 Bart's.
- Understand, comply with, and adhere to the St Bart's Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault (learning system)

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requirements within set timeframes.

- Participate in, and contribute to, all St Bart's 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.
- 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	
<b>Education</b>	
Tertiary qualification in Human Resources and/or Industrial/Employee Relations and/or Employment Law	Essential
<b>Experience</b>	
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
Experience leading, mentoring, coaching and supporting a small team of professionals.	Desirable
<b>Knowledge, Skills and Abilities</b>	
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
<b>Other</b>	
A current satisfactory National Police Clearance obtained within the last	Essential

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three months	
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.

**Employee**

**Name**

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**Signature**

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**Date**

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