

HR BUSINESS PARTNER

POSITION DESCRIPTION

<p>REPORTS TO HR Manager</p>	<p>GRADE 4</p>
<p>ORGANISATIONAL SUMMARY</p> <p>The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 5,200 staff across its parishes and agencies.</p> <p>Our Shared Services team works with all aspects of the Diocese of Maitland-Newcastle to support the achievement of our overall Diocesan Strategy through the delivery of the shared services Operational Plan.</p> <p>The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons, preventing those in our care from suffering abuse or neglect, and is committed to being compliant with the NSW Child Safe Standards and the National Catholic Safeguarding Standards. The Diocese has zero-tolerance of any abuse. All employees are required to undergo a National Police Check, retain a valid NSW Working with Children Check where necessary and ensure compliance with our Safeguarding Framework Policy and Codes of Conduct.</p>	
<p>VISION</p> <p>To live the joy of the Gospel and share it with the world.</p>	
<p>MISSION</p> <p>We are committed to serving all in the community so that they may experience life to the fullest.</p>	
<p>OUR VALUES</p> <p>Compassion Hope Integrity Justice Participation</p>	
<p>PRIMARY PURPOSE</p> <p>The purpose of this position is to act as a business partner to line managers by embedding HR strategy and providing professional, commercial and reliable HR guidance and support with the objective of adding value to the business.</p> <p>The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.</p>	

KEY ACCOUNTABILITIES	
Operational HR Support and Delivery	<ul style="list-style-type: none"> • Build leadership capability through coaching in all facets of Human Resource related matters and assist the client group to effectively balance their people and business outcomes • Work with line managers to identify and address performance management and development needs within teams, leveraging internal and external HR resources as required • Maintain a high level of professionalism and confidentiality at all times in regard to own personal brand and employee information • Lead various Human Resource initiatives and contribute to the development, implementation and delivery of projects through proactive involvement with the client group and the wider Human Resource team • Manage complex industrial relations activities including grievance, dispute and disciplinary matters from investigation through to resolution, ensuring outcomes are fair, transparent and consistent with legislative and organisational policy requirements • Liaise with Return to Work team and managers to drive a proactive approach in resolving return to work matters • Provide advice and guidance to employees and managers in the resolution of workplace issues and the application of policy and procedures • Drive HR practices to create a positive, ethical and effective work environment
Strategic Input and Innovation	<ul style="list-style-type: none"> • Contribute to the business strategy by helping identify, prioritise and build organisational capabilities, behaviours, structures and processes • Provide proactive input to team meetings • Monitor employee engagement and identify issues and opportunities to address

	<ul style="list-style-type: none"> • Active involvement in the continuous development of improved HR policies, processes and initiatives to enhance overall business performance • Optimise business outcomes through initiating and developing long term goals and plans to guide the work of the team in line with organisational objectives
Relationship Management/Business Partnering	<ul style="list-style-type: none"> • Build and maintain cooperative working relationships and partnerships with key stakeholders in the business including employees, management and the Human Resources team • Drive a business partnering approach that contributes to organisational effectiveness and enables the success of Human Resources strategies and programs by deploying them in a way that truly adds value to the allocated client group/s
Workforce Planning	<ul style="list-style-type: none"> • Deliver effective workforce management advice and outcomes to support client groups with a focus on engagement, performance and change leadership through business transformation • Drive people processes to ensure that employee's performance and capabilities meet current and future standards as part of succession planning development
<p>QUALIFICATIONS</p> <p>Essential</p> <ul style="list-style-type: none"> • Tertiary Qualifications in Human Resource Management, or equivalent Current Class C Driver's Licence • Current Working With Children Check (WWCC) <p>Desirable</p> <ul style="list-style-type: none"> • Registered member of the Australian Human Resources Institute (AHRI) • Certificate IV in Training and Assessment • Certificate IV in Leadership and Mentoring/Coaching 	

SKILLS AND EXPERIENCE

- Current experience in advising, guiding and supporting stakeholders on a broad range of HR matters
- Ability to engage, inspire, influence, coach and deliver
- Solid working knowledge of current general HR practices and processes and awareness of emerging trends
- Sound knowledge of ER/IR legislation and understanding of current employment regulations
- Strong interpersonal, relationship and customer service skills, well developed verbal and written communication skills
- Strong consulting and negotiating skills and business acumen
- Demonstrated understanding of change management and ability to personally adapt to a changing environment

KEY RELATIONSHIPS (EXAMPLES)

INTERNAL	EXTERNAL
Human Resources Team and Members	Relevant industry organisations
All agencies and their business partners	HR consultants and agencies
Diocesan staff and volunteers	Network or organisational HR professionals
	Legislative bodies

SUCCESSION PLANNING

Positions which could succeed to this role:

- HR Coordinator
- HR Advisor

LEGISLATIVE AND RISK REQUIREMENTS

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
- Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;
- Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
- Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly

Signature of Incumbent:

Date:

Incumbent's Name:

Position Description Last Reviewed

Next Review is due on