

**POSITION DESCRIPTION**

<u>Position Title:</u>	<b>Senior HR Business Partner</b>
<u>Classification:</u>	Social and Community Services Employee - Level 6
<u>Employment Status:</u>	Part time (3 days)
<u>Department/Program:</u>	Administration
<u>Report to:</u>	Chief Executive Officer
<u>Location:</u>	67 Sutherland Road, Armadale Will also work across a range of community settings
<u>Issued:</u>	27/05/2024

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I have read, understand and accept this position description. I agree to notify my supervisor immediately of any change in my capacity to meet the requirements. I also agree to inform my supervisor if any of the following requirements change:- driver's license status (if applicable); police check status or the capacity to fulfil the inherent requirements of the role.

\_\_\_\_\_  
Employee's name

date:    /        /

\_\_\_\_\_  
Employee's signature

date:        /        /

**POSITION OBJECTIVE:**

The position reports to the Chief Executive Officer and will work collaboratively as a member of the leadership team.

As the Senior HR Business Partner, the mission is to strategically align human resources functions with the organisation's overarching goals and strategy. Leveraging extensive experience in talent management, employee relations, and strategic workforce planning, will support Inclusion Melbourne to create an environment that aligns with organisational values, and fosters innovation, collaboration, and high performance.

This role will drive employee engagement, implement effective HR programs, and provide leadership that positively influences the workplace culture. Forging strong partnerships with the leadership team to ensure that your HR initiatives directly support the organisations vision and objectives, contributing significantly to its overall success and growth.

## KEY RESULTS AREA – INDUSTRIAL RELATIONS

Responsibilities	Duties
Ensure compliance with employment laws and regulations	<ul style="list-style-type: none"> <li>Regularly monitor changes in labour laws, regulations, and employment-related legislation.</li> <li>Stay updated on industry-specific compliance requirements.</li> <li>Maintain accurate and up-to-date records of employee information, contracts, and documentation.</li> <li>Implement and oversee record-keeping practices to ensure compliance.</li> <li>Ensure employees have the correct employee status, hours of work (full-time, part-time, contract) according to legal standards, and that the casual workforce is managed in accordance with Fair Work Legislation.</li> <li>Review and update award classifications of employees as necessary.</li> <li>Administer employee leave in compliance with federal and state regulations.</li> <li>Implement and monitor policies and practices to ensure equal employment opportunities.</li> <li>Address and implement and manage systems to mitigate risk and prevent workplace discrimination and harassment.</li> <li>Implement corrective actions for non-compliance in a fair and consistent manner.</li> <li>Prepare and submit required reports to regulatory agencies.</li> <li>Comply with government reporting obligations related to employment data.</li> <li>Seek legal advice when necessary to ensure accurate interpretation of laws.</li> <li>Implement proactive measures to address emerging compliance challenges.</li> </ul>
Develop and update HR policies and procedures	<ul style="list-style-type: none"> <li>Develop and update HR policies and procedures to align with legal requirements.</li> <li>Ensure policies are communicated to employees and management.</li> <li>Enforce adherence to policies and procedures to maintain compliance.</li> <li>Regularly review and revise existing policies to ensure relevance and compliance.</li> </ul>
Conduct regular audits to maintain compliance	<ul style="list-style-type: none"> <li>Conduct regular internal audits to assess compliance with employment laws.</li> <li>Collaborate with external auditors if required.</li> </ul>
Provide expert advice to all levels of the organisation on IR matters	<ul style="list-style-type: none"> <li>Respond in an accurate and timely manner to queries, and requests for information regarding IR matters.</li> <li>Provide education and training to Managers regarding Award and IR obligations</li> </ul>

## KEY RESULTS AREA – EMPLOYEE RELATIONS

Responsibilities	Duties
Staff Engagement	<ul style="list-style-type: none"> <li>Provide regular practice support for broader departmental teams as</li> </ul>

	<p>required;</p> <ul style="list-style-type: none"> <li>• Contribute to the recognition of opportunities for process improvement</li> <li>• Organise employee engagement activities and events.</li> <li>• Seek feedback and implement initiatives to enhance employee satisfaction.</li> <li>• Undertake tasks and activities to maintain understanding of workplace culture, and implement actions to develop a strong, positive workplace culture.</li> </ul>
Foster positive employee relations by implementing proactive communication strategies, addressing workplace concerns, and conducting thorough investigations, ultimately contributing to a harmonious and engaged work environment.	<ul style="list-style-type: none"> <li>• Manage day-to-day employee relations matters.</li> <li>• Provide guidance and support to employees on HR-related issues.</li> <li>• Provide expert advice, support and coaching to Managers and Leaders in relation to employee related matters.</li> <li>• Oversee and manage the resolution of grievances, informal and formal complaints in accordance with policies, procedures and best practice HR approach.</li> </ul>
Partner with the Leadership team to develop HR strategies and plans which are effective, efficient and practical and are consistent with the mission, values, organisational objectives and strategic direction of the organisation.	<ul style="list-style-type: none"> <li>• Develop and maintain an organisational HR strategy and plan;</li> <li>• Support Leadership team to undertake workforce planning, and to increase capability to forecast and manage workforce accordingly.</li> </ul>
Lead end to end recruiting and onboarding processes	<ul style="list-style-type: none"> <li>• Oversee the recruitment process for all positions;</li> <li>• Facilitate a comprehensive onboarding process for all new employees.</li> </ul>
Maintain and promote a workplace free from discrimination and harassment of any kind and follow the organisational grievance procedure to report any discriminatory or harassing behaviour.	<ul style="list-style-type: none"> <li>• Undertake psychosocial assessments to identify any organisational risks or hazards, and develop action plans to mitigate risks as required;</li> <li>• Comply with all relevant workplace legislation, and fulfil the organisations positive duty at work requirements;</li> <li>• Foster a workplace culture that promotes diversity, inclusion, and aligns with the organisation's values.</li> <li>• Respond to any complaints or concerns regarding inappropriate workplace behaviour or conduct in accordance with policy and procedure, in a timely and efficient manner.</li> </ul>
Drive the performance management process, including goal-setting, continuous feedback mechanisms, and performance evaluations, to cultivate a high-performance culture and maximize individual and organisational effectiveness.	<ul style="list-style-type: none"> <li>• Implement and manage the performance review process.</li> <li>• Provide guidance on performance improvement plans.</li> <li>• Provide advice/support to managers and staff in relation to managing unsatisfactory performance, counselling, discipline (written warnings) and the grievance and dispute resolution process.</li> <li>• Ensure that all serious issues are escalated to and dealt with by managers.</li> <li>• Advise staff and managers on current processes, policies, forms etc. required for the performance management program.</li> <li>• Assist in developing and maintaining job descriptions.</li> </ul>
Champion continuous improvement initiatives,	<ul style="list-style-type: none"> <li>• Develop and maintain an understanding of IM's business operations,</li> </ul>

identifying operational inefficiencies, and implementing strategic enhancements in HR processes and policies to ensure ongoing organizational excellence and employee satisfaction.	<p>culture and strategic plans as these relate to HR.</p> <ul style="list-style-type: none"> <li>Contribute to new HR challenges, research, development and initiatives and continually strive for improvement.</li> <li>Other duties as directed by the CEO</li> </ul>
<b>KEY RESULTS AREA – WORKPLACE CULTURE</b>	
<b>Responsibilities</b>	<b>Duties</b>
Oversee organisational strategy to develop and promote a positive Workplace Culture	<ul style="list-style-type: none"> <li>Undertake ongoing assessments, and monitor workplace culture, and employee engagement;</li> <li>Provide education and support to leadership in relation to best practice strategies to continually develop and support positive workplace culture;</li> </ul>
Develop, implement and analyse staff engagement, and workplace cultural reviews	<ul style="list-style-type: none"> <li>Continually monitor the organisational workplace culture;</li> <li>Undertake reviews as required to determine the current health of organisation, and make appropriate recommendations;</li> <li>Establish ongoing communication, and liaise with Managers and employees to discuss workplace culture, and provide opportunities for all employees to adapt a 'speak up' culture and share feedback for ongoing development.</li> </ul>
Facilitate and support positive and open workplace communication, and resolve conflict in a proactive and timely manner	<ul style="list-style-type: none"> <li>Provide support to Managers and employees to resolve conflict, disputes for workplace issues in a timely and proactive manner;</li> <li>Provide training and development to support courageous and meaningful conversations, to promote a positive workplace culture.</li> </ul>
<b>KEY RESULT AREA – OCCUPATIONAL HEALTH AND SAFETY/WORKCOVER</b>	
<b>Responsibilities</b>	<b>Duties</b>
Provide expert advice and assistance to the organisation regarding OH&S and Workcover related matters	<ul style="list-style-type: none"> <li>Contribute and support the management and oversight of all incidents reported in the incident management framework, when pertaining to employees</li> <li>Accidents and injuries are fully investigated, and remedial action taken in line with organisational policy.</li> <li>The organisation is compliant with all Australian workplace legislation applicable to OH&amp;S/WorkCover.</li> </ul>
Lead and oversee return to work practices	<ul style="list-style-type: none"> <li>Injured staff are effectively managed and return to work in a timely manner and in accordance with legislative requirements.</li> <li></li> </ul>
Liaise with Insurance agency and other stakeholders	<ul style="list-style-type: none"> <li>Positively manage the relationship with Insurer, and other stakeholders to support employees to return to work;</li> </ul>
<b>KEY RESULTS AREA – TRAINING AND DEVELOPMENT</b>	
<b>Responsibilities</b>	<b>Duties</b>
Oversee the coordination of training and development across the organisation, and identify training requirements.	<ul style="list-style-type: none"> <li>Assist in identifying and coordinating staff training requirements when required.</li> <li>Conduct or source training sessions to educate employees and</li> </ul>

	<p>managers on compliance requirements.</p> <ul style="list-style-type: none"> <li>• Establish effective communication channels for sharing compliance-related updates.</li> <li>• Liaise with external training providers to facilitate cost effective, efficient delivery of training services when required.</li> <li>• Manage the administration and recording of all training and professional development.</li> <li>• Support the development and implementation of training initiatives.</li> </ul>
Lead the strategic formulation and execution of training and development.	<ul style="list-style-type: none"> <li>• Conduct training and development needs assessment;</li> <li>• Develop training and development programs and objectives as required;</li> </ul>
<b>KEY RESULTS AREA – OTHER</b>	
<b>Responsibilities</b>	<b>Duties</b>
Maintain and monitor a healthy and safe work environment for all stakeholders.	<ul style="list-style-type: none"> <li>• Ability to assess risk in the context of service delivery to a diverse range of clients, in a diverse range of settings, and the ability to implement risk mitigation strategies</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Attend and participate in relevant meetings.</li> <li>• Ensure positive, effective communication with all teams.</li> <li>• Model high standards of teamwork.</li> <li>• Openly support and respect diversity within the team.</li> <li>• Proactively support other team members.</li> </ul>

## ORGANISATIONAL RELATIONSHIPS

### Internal Liaisons:

CEO  
 Acting HO Services and Development  
 Team Leader, Direct Support  
 Team Leader, Support Coordination  
 Manager, Community Support  
 Team Leader, Inclusion Training - Phoenix Park and Sunshine Campuses  
 HO Policy, Research and Advocacy  
 HO Education and Training  
 Operations/Systems & HR & Finance Staff

### External Liaisons:

People supported by Inclusion Melbourne, their families and/or carers  
 Employers  
 Fair Work Commission  
 External service providers  
 Specialist agencies and services  
 Members of the public  
 Contracted professionals

## KEY SELECTION CRITERIA

**Essential:**

- A genuine interest in, and commitment to Inclusion Melbourne's vision, mission and values of integrity, potential, individuality and relationships and the organisation's strategic directions.
- A minimum of 5 years Human Resources Generalist experience.
- Proven teamwork skills and the ability to work both collaboratively and independently using a range of online monitoring and management tools.
- Ability to exercise discretion/confidentiality at all times and sensitive information appropriately.
- High level IT competency including the MS Office Suite and preferably HRIS systems experience.
- Exceptional interpersonal skills with colleagues and all stakeholders.
- Sound written and oral communication skills, including the ability to communicate effectively with a range of stakeholders.
- Ability to provide advice, guidance and direction to managers and staff regarding policies, job descriptions, job evaluation process, induction, probation, remuneration, payroll, performance management, professional development, terminations, OH&S, EEO and industrial relations.
- Knowledge of HR legislation and regulations including (but not limited to) modern Awards, National Employment Standards, Fair Work Act, Workplace Health and Safety Act and Regulations and practices used within HR.
- Previous experience managing end-to-end recruitment activities.
- Well-developed organisational and time management skills and the ability to proactively identify and meet expectations in a timely manner.
- Strong attention to detail skills with a focus on ensuring accurate preparation of documentation.
- NDIS Worker Screening Check;
- Compliance with Victorian government Vaccination Mandate;
- Current Victorian Driver's License and access to vehicle.

**Desirable:**

- Commitment to further mature understanding and knowledge of person-centred and inclusive practice.
- Exposure and understanding of NDIS.
- Empathic listening skills and the capacity to identify issues and provide advice and guidance.
- Able to show initiative and work independently as part of a team environment.
- Capable of bringing a systematic and structured approach to HR functions and activities.
- Work respectfully and flexibly with cultural differences across the organisation.
- Keep abreast of current workplace gender equality legislation and changes.
- Highly motivated, enthusiastic and driven professional who can work towards long term HR goals, whilst effectively managing daily tasks.

## **GENERAL INFORMATION**

### **ABOUT INCLUSION MELBOURNE**

Inclusion Melbourne is a uniquely innovative organisation based in Armadale and Sunshine that supports people with cognitive and intellectual disability and social isolation in personalised community arrangements. At Inclusion Melbourne we have a vision for people with intellectual disabilities sharing the benefits of living in and contributing to the broader community. We want to give people the opportunity to realise their potential, build long-term freely given relationships and be welcomed as equal and respected citizens.

### **VISION, MISSION & CORE VALUES**

**Our vision** is for people with intellectual disability to live in an inclusive community, where everyone has the same

opportunities to participate in community life and to take their place in society as respected citizens.

**Our mission** is to provide people with every opportunity to do the things they want to do, with the people that matter to them, in accepting and inclusive communities.

**Integrity** - “To consistently act on sound moral principles”

We will act with integrity by:

- Being respectful
- Doing what we say we’ll do and being open about how we do it
- Being honest about what we can and cannot achieve
- Acting in a manner that is deserving of your trust
- Having skilled, competent and professional employees

**Potential** - “The inherent ability or capacity for growth”

We will see the potential of all persons by:

- Believing that everyone has the potential to keep achieving more
- Ensuring that everyone has equal opportunities for development
- Understanding that overcoming obstacles is a necessary part of the journey to success

**Individuality** - “A single person regarded as a unique personality, distinguished from others by special qualities”

We will embrace individuality by:

- Acknowledging uniqueness and accepting differences in a non-judgemental manner
- Using a person-centred approach to meet the unique needs of each person
- Supporting people to make choices that build the lives they want
- Working with people in unique and personalised ways
- Respecting individual and family customs, practices, beliefs, traditions and heritage

**Relationships** - “A significant connection existing between people and communities”

We will foster relationships by:

- Being honest with each other
- Supporting and encouraging each other
- Connecting people with their community and nurturing new relationships
- Working together to solve problems
- Listening to each other to achieve mutual understanding
- Strongly believing that together people create better lives