



Women's Health West – Position Description: People and Culture Business Partner

Position Details	
Position Title:	People and Culture Business Partner – Generalist and Employee Life Cycle
Position Program:	People and Culture
Position Stream:	Business Operations
Work Location(s):	Office Location:
	317-319 Barkly Street, Footscray, VIC, 3011.
	Other Location/s as Required:
	Flexible working conditions may apply (working remotely)
WHW EA 2017 Classification:	Level 6
	Important Note
	Positions are provisionally assigned to a specific level and pay point range based on the characteristics, responsibilities, and requirements of the position. The specific level and pay point of the successful applicant will be assigned commensurate with their qualifications and experience and will be detailed in the employment contract.
Reporting To:	People and Culture Manager
Exemption:	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010)

Women's Health West – About Us

Women's Health West (WHW) is the gender equity agency for the western metropolitan region of Melbourne. Our programs and services are designed to redress gender inequity and benefit victim-survivors of family violence in Melbourne's west. Our efforts are ultimately about supporting our communities to lead safe and healthy lives, and on changing the conditions that cause and maintain gender inequity.

Our Values

- **Freedom** – We centre freedom from oppression, discrimination, and violence in all our work. We take responsibility for behaving and working in ways that promote freedom and we are accountable for the actions we take.
- **Connection** – We foreground connection to ourselves, each other, our clients, the community, the land, and the environment. We believe in the strength of belonging, of being inclusive, and in working together to achieve change.
- **Resistance** – We uphold human rights and in solidarity, work together to disrupt injustice and transform lives.
- **Love** – We treat each other with respect, kindness and compassion, and are committed to creating an environment where all feel seen, heard, and valued.
- **Creativity** – We embrace and nurture creativity and curiosity. We reflect critically, ask questions, listen, and actively pursue learning.



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1. Stream Purpose

Business operations stream consist of and provides the organisation services across people and culture, finance, quality and risk and operations. The stream operates as business partners to the organisations strategic and operational objectives and goals.

2. Position Purpose

The purpose of the people and culture business partner position is to support the organisation in delivering its strategic and operational objectives, goals, and targets via the application of human resource strategic and operational best practices. The role covers all human resource generalist practices and is required to deliver the organisation people and culture service, specialising across the core responsibilities listed below.

3. Position – Core Responsibilities, Scope and Success Measures

#	Core Responsibilities	Success Measures
1	Generalist people and culture service delivery across ER, IR, EEO, OHS.	Meets service targets
2	Employee life cycle (recruit, onboard, offboard and exit)	Meets service targets
3	Attraction, talent management and workforce capability	Meets fill time targets and successful probationary completion
4	Payroll support, employment hero data management and reporting	Accurate data reflecting workforce metrics

4. General Scope of Core Responsibilities

The list below is not exhausted and is only a guide to reflect the breath of the role's core responsibilities.

1. Generalist people and culture service delivery across ER, IR, EEO and OHS.

- Coach and support leadership across ER, IR, EEO and OHS issues to build leadership capability and employment compliance
- Support staff across ER, IR, EEO, OHS, pay conditions and benefits and P&C software, systems, and processes to build workforce capability
- Drive continuous improvements across core responsibilities

2. Employee life cycle (recruit, onboard, offboard and exit)

- In partnership with the recruiting line manager, manage the recruitment, onboarding, probationary, offboarding and exit process and related administration
- Manage graduate attraction and VISA sponsorship process
- Identify areas of continuous improvement and apply change management

3. Attraction, talent management and workforce capability

- Work closely with key stakeholders to forecast and plan talent management attraction strategies to increase workforce capability across the organisation.
- Build relationships with universities to attract graduates.

4. Payroll support, employment hero data management and reporting

- Manage employee data and metrics.



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- Provide monthly, quarterly, and ad hoc reports, and summary and trends.

5. Organisational Cultural Citizenship Responsibilities:

All staff are required to support, enact, and operate in accordance with our organisational citizenship responsibilities:

- Build an awareness and appreciation of, and model and enact our shared organisational values, behaviours, and principles through work application and associated practices.
- Actively engage with, endorse, and contribute to the development and achievement of team, stream, and organisational goals and objectives.
- Work in a culturally safe manner and acknowledge and pay respect to the traditional owners of the land upon which Women's Health West is situated and conducts events.
- Contribute to and support our Reconciliation Action Plan, and Rainbow Tick Action Plan.
- Maintain and support a working knowledge of anti-oppressive and trauma-informed work practices.
- Support and enact leadership at all levels, including practicing non-violent communication, and meaningful contribution, collaboration, and consultation.

6. Key Stakeholders and Collaborations

Internal

- Manager – People and Culture
- People and Culture Business Partners and Payroll Coordinator
- Director – Business Operations
- General staff and leadership
- RAP, Rainbow Tick and OHS Committee

External

- VECCI
- Salary Benchmarking organisations
- Lawyers
- Recruitment agencies

7. Key Selection Criteria

- a) Values-based work application and associated behaviours.
- b) A tertiary qualification, bachelor human resource management or diploma with industry experience
- c) A minimum number of 2 years' experience in a comparable role.
- d) Understand and able to operationalise change management practices
- e) Had experience in managing human resource projects (small, medium)
- f) Demonstrated ability core responsibility areas
- g) Ability to work autonomously and as part of a team.
- h) Exceptional time management skills and ability to meet deadlines.
- i) Well-developed data analysis and reporting writing skills.
- j) Desired: experience in the not-for-profit sector and understands trauma informed practices

8. Key Characteristics Required

- a) Have a strong values based work ethic and practice
- b) Have a strong understanding of collaborative work practices
- c) Sitting at a desk for long periods of time.
- d) Frequent typing, scrolling, and looking at a computer screen.



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- e) Pushing and/or pulling doors.
- f) Lifting objects weighing >5kg.

Review of Position Description

This position description will be reviewed biennially as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

Acknowledgement

I declare that I have read and understood the requirements of this position, discussed any queries or concerns with the respective manager at Women's Health West, and feel that I am able to fulfill the requirements of this position.

Employee Name:	Signature:	Date:
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