Position title: People & Culture Business Partner

Team/Group: HR/Business Solutions

Work level: 3

Position reporting to: Head of HR

Employment Type: Full time

Tenure: Fixed term until 30 June 2021

Vision, mission and values

Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.

Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.**

Position purpose

The People & Culture Business Partners provides high level coaching and advice to people leaders to enable them to successfully manage their teams through the whole employee life cycle. As part of a team of two business partners who share responsibility to build manager capability to lead in alignment with Beyond Blue values and enable strategy.

Role dimensions

<table>
<thead>
<tr>
<th>Direct Reports</th>
<th>NIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall team</td>
<td>N/A</td>
</tr>
<tr>
<td>Financial Delegation</td>
<td>NIL</td>
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</tbody>
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Key accountabilities

1. Coach and advise people leaders to build positive employee experiences throughout the employee life cycle (from team/job design, recruitment, learning, performance, reward, through to exit) to ensure employee wellbeing, engagement and strategic intent.
2. Contribute to positive employee experiences by implement employee processes, resolve complex employee relations issues, to improve work relationships, build morale and increase productivity and retention
3. Partner with people leaders to manage talent including acquisition (recruitment) development and retention
4. Advise on employee contractual arrangements and employee relations
5. Deliver organisational wide activities, such as wellbeing, learning and inclusion
6. Contribute to implementation of P&C policies, strategies and projects
7. Analyse key people & culture trends and metrics
8. Provide HR policy guidance
9. Monitor and report on workforce planning
**Key behaviours**

1. Communicate openly and transparently
2. Build relationships, partner with the whole organisation
3. Identify and raise organisational risks
4. Provide solutions that deliver employee wellbeing, a positive employee experience and enable teams to deliver strategic goals

**Qualifications and key selection criteria**

1. Minimum bachelor’s degree in human resources management
2. Willingness to commit to and work in line with the Beyond Blue Values
3. 3 years + human resources experience preferably in community sector/NFP/Public health organisations
4. Demonstrated success working as an internal consulting and/or business partner in a HR/P&C team
5. Expertise in ER/IR, learning and development, employee wellbeing and job design
6. Excellent interpersonal communication skills with success influencing.
7. Positive, flexible approach with the ability to manage ambiguity

**Additional information**

**Health, safety and wellbeing**

Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.

**Pre-existing injury**

The person appointed to this position will be asked to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist Beyond Blue in providing a safe work environment.

**Equal opportunity**

Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.

**Cultural competency**

Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.

**Employment is subject to:**

- A current Police Record Check
- Proof of the right to work in Australia