

People Policy and Performance Partner Position Description

Directorate:	Corporate Services
Reports to:	Manager, People Strategy and Change
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Support the implementation of the Society's People Strategy for members, volunteers and employees with a focus on supporting development, maintenance and implementation of people policies and practices and delivering key people and performance reports.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

Governance, Risk and Safeguarding: this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; leading the development of organisational policy; safeguarding functions; and enterprise risk management.

Legal: this team is responsible for delivering legal services, and privacy and complaints functions.

Policy and Advocacy: this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; and developing and implementing related advocacy strategies.

Safety and Workforce Operations: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work; recruitment and retention; and employment relations.

People Strategy and Development: this team is responsible for people strategy; people policy; diversity; organisational development; and learning and development.

Information and Communication Technology: this team is responsible for state-wide ICT strategy; ICT project management; design and implementation of new ICT systems; ICT service desk, and cybersecurity.

Accountabilities and responsibilities

The People Policy and Performance Partner will:

- Contribute to the successful implementation of the Society's Strategy and the People and Culture (PAC) directorate plan, in collaboration with PSD colleagues and across the PAC team.
- Consultatively develop people policies, processes, reporting methodologies and documentation to support the Society's Strategy.
- Develop, implement and communicate processes and protocols for people policies, practices and reporting to ensure clarity of roles and responsibilities, appropriate stakeholder engagement and information flow, and informed decision making.
- Provide clarity and build leaders' capability in understanding and communicating policies and reports and responding to policy and reporting queries.
- Facilitate appropriate planning and communication of people policies and practices throughout the organisation, particularly as part of the onboarding process.
- With and through PAC teams, ensure effective implementation, tracking and review of people policies and practices and make accurate on-boarding, cross-boarding and off-boarding information available to stakeholders as appropriate.
- Report on key people deliverables e.g. performance and development, capability, Board reports, Diversity & Inclusion.
- Analyse data and develop and apply insights to create meaningful reports and inform effective decision-making; continually evolve and improve reporting.
- Develop reporting on organisational trends and opportunities for improvement to support mitigation of business risks e.g. WHS, IR, bullying and harassment issues.
- Leverage accelerator tools such as Power BI to optimise reporting development times.
- Contribute to a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to risk management protocols and procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- In collaboration with the respective Corporate Services teams, ensure that people policies, practices and data insights foster effective induction, performance management, recognition, development, deployment and offboarding for employees, and where applicable for members and volunteers.
- Ensure that PAC policies, practices and data insights support effective delivery of the Society's strategy and meet or exceed legislative, risk, compliance and accreditation requirements.
- Create, evolve and review people policies, practices and reports in line with agreed standards, timeframes and milestones, given tight timeframes and the need to maintain accuracy and attention to detail.
- Facilitate the flow of information across teams and directorates to inform decision making relating to the Society's people policies and practices.

Key working relationships

In addition to the Manager, People Strategy and Change and their direct reports, the People Policy and Performance Partner will foster close working relationships with:

- Other members of the Corporate Services team;
- Senior Leaders across Directorates;
- Regional Directors (Membership, Volunteers and Regional Operations);
- Manager, Volunteer Experience (Membership, Volunteers and Regional Operations);
- Manager, Member and Youth Experience (Membership, Volunteers and Regional Operations).

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 3) Manage the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 3) Manage the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Manage collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 3) Manage and mobilise resources to deliver change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Experience developing and implementing effective people policies, practices and reporting, with consideration of key organisational and external factors.
- Track record effectively delivering projects and strategic initiatives and demonstrated ability in managing competing priorities and applying attention to detail.
- Excellent relationship management and communication skills, with proven ability to positively influence and collaborate effectively with internal and external stakeholders at all levels.
- Demonstrated drive for results and ability to analyse, collate and present meaningful data and insights to inform organisational decision-making.
- Experience developing and implementing organisational policies, processes and reports.
- Proven ability to effectively engage with stakeholders from across a diverse workforce delivering

a variety of services.

Desirable criteria

- Experience working in a membership-based and/or not-for-profit organisation to support and empower members and volunteers.
- Relevant tertiary qualifications in human resources.