

People and Culture (PAC) Systems 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 ongoing development, maintenance and improvement of the Society's People and Culture systems to support effective execution of People and Culture processes and reporting and enable delivery of the Society's Strategic Priorities.

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 and Culture Systems Partner will:

- Contribute to the successful implementation of the Society's Strategic Plan and the Corporate Services Directorate Plan.
- Provide counsel, oversight and administration of PAC systems and collaborate with key stakeholders to identify, establish, monitor and administer systems and related procedures to support organisational needs and deliver high quality outcomes.
- Oversee system vendor management, licensing, and systems project management, including data and reporting elements.
- Ensure accurate technology processes/workflows and other system dependencies are aligned with the systems and PAC strategies to support the integrity, continuous improvement and ROI of PAC systems and optimal PAC processes for the Society and its people.
- Collaborate with Learning and Development and key stakeholders in the development and delivery of LMS education and training, learning pathways, content and courseware across the society.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Ensure that projects and activities for the ongoing improvement of People and Culture Systems are delivered in full, on time and to quality standards.
- Ensure that PAC systems enable effective recruitment, induction, performance management, recognition, and development for Society staff.
- Increase user capability and effective application of PAC systems

Key working relationships

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

- Information Technology Team
- Learning and Development Team
- Key systems vendors
- PAC systems (e.g. payroll, onboarding, recruitment) owners
- Key business stakeholders e.g. Risk and Compliance

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 3) Manage virtual, dispersed teams and stakeholders 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

- Relevant tertiary qualification/s in information technology, instructional design, adult education or a related field, or equivalent experience.
- Demonstrated experience in managing technology systems, planning and processes in an organisation of similar scale and complexity.
- Proven ability to effectively engage with stakeholders from across a diverse workforce, including members, volunteers and staff delivering a variety of services.
- Demonstrated excellent analytical and project management skills including the ability to manage competing priorities and deliver to agreed timelines.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.