



POSITION DESCRIPTION

Position Title:	HR Partner Conference and Special Works
Location:	Box Hill
Reporting to:	Manager HR Partnering and Workplace Relations
Direct Reports:	Nil

ORGANISATIONAL CONTEXT

Our Vision

The Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Our Values

- **Commitment:** Loyalty in service to our mission, vision and values
- **Compassion:** Welcoming and serving all with understanding and without judgement
- **Respect:** Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- **Integrity:** Promoting, maintaining and adhering to our mission, vision and values
- **Empathy:** Establishing relationships based on respect, trust, friendship and perception
- **Advocacy:** Working to transform the causes of poverty and challenging the causes of human injustice
- **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future

The organisations:

St Vincent de Paul Society Victoria Inc. is the single member of VincentCare Victoria, a company limited by guarantee created in 2003 to focus on the age care services and government funded community services activities of the Society. Within the overall structure are three separate legal entities, each with their own governance structure, but sharing CEO and central offices. The organisations took the decision to co-locate their central offices in 2020. There is also to be a transition to a shared services model (including HR, Finance, IT, Risk and Marketing, Fundraising and Communications) which will provide internal services across the organisations.

St Vincent de Paul Society Victoria:

The St Vincent de Paul Society Victoria is a well-recognised and highly regarded charitable organisation established in Australia in 1854, which aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. It does this by respecting their dignity, sharing hope and encouraging people to take control of their own destiny. Staff, volunteers and members provide practical support, advocacy and friendship to the most vulnerable in our community.



St Vincent de Paul Society Victoria delivers its services through a group structure. At the core is SVdP, primarily funded through its retail network of Vinnies shops and its fundraising activities which delivers material and companionship to those in need through its home visitation, assistance centres, soup vans and a range of education programs.

VincentCare:

VincentCare provides a range of professional accommodation and support services to people that are facing disadvantage and those that are ageing throughout metropolitan and regional Victoria. The primary focus is to:

- provide quality services for people at risk or experiencing homelessness, people with a disability, and men and women struggling with complex needs including substance abuse and mental health issues
- advocate for vulnerable and disadvantaged people, respect their dignity and rights and understand their needs so as to provide them with support and encouragement and enable greater independence.

OUR CHILD SAFETY COMMITMENT

St Vincent de Paul Society (the Society) is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual (LGBTQIA), and children with a disability.

Whilst all Society programs and activities may not involve regular contact with children by members, volunteers and employees, it is the decision of the Society State Council that all Society programs and activities will be subject to the Child Safety Policy.

PURPOSE OF ROLE

The HR Partnering and Workplace Relations Team is responsible for generalist operational HR activities, business partnering and reporting to ensure alignment with the strategic plan, organisational culture and evolving needs of the business. The role is primarily responsible for the delivery of organisation's employee relations policies, processes and procedures, and supporting the development and implementation of our strategic workforce planning practices.

HR Partners (HRP's) work with SVDP Group business leaders, managers and people leaders to ensure alignment between human resources and business needs. This role is both a consultant and coach to the lines of business across the Group. The role will work closely with other HR teams and functions including People Support and Operations, Learning and Development, Diversity and Inclusion as well as other SVDP shared services functions in order to create effective and lasting solutions and best practices to better attract, develop, motivate, and retain the most valuable asset—it's people.

The HR Partnering role will implement forward-thinking ideas into the organisation through staying connected to what's happening with the workforce and its issues, the HR community, the sector, as well as the wider marketplace. Partners will be champions of the paid and unpaid workforce by representing and supporting employees, volunteers and members.



This role will work closely with the People Support and Operations Team and Conference Leaders to drive Conference recruitment and ensure the ongoing development of Conference membership throughout all our Victorian locations.

All of this will enable excellent support to members, volunteers and employees to be effective in their responses to the most disadvantaged in our communities.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Organisational Capability	<ul style="list-style-type: none"> • uplift people leader’s capability to navigate through organisation and workplace relations matters such as performance management, conflict and complaints • Work with conference and other people leaders to increase understanding of requirements for training and compliance within the context of their roles and develop consistent and supportive ways to uplift skills and knowledge around organisational training and compliance. • Support and guide people leaders to lead and facilitate change and innovation (change management) • Improve leadership capability and decision making • Champion diversity and inclusion • Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society’s values are incorporated into all aspects of the performance of the role • Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace • Guide people leaders to positively contribute to and influence organisational culture • Actively participate in activities that develop your personal and professional skills, knowledge and experience
Contribute to Organisational Culture	<ul style="list-style-type: none"> • Respect the values inherent within the organisation and encourage reflective practice in the workplace • Engage, inspire and influence organisational culture • Contribute to developing a culture of continuous improvement and respond positively to change • Seek to understand employee opinions taking into consideration their needs and concerns. • Drive high performance culture through the implementation of a structured performance management system, which is supported by coaching, ensuring activities are performed in a fair and equitable manner and in compliance with legislative requirements. • Coordinate organisational entry, exit and engagement surveys, provide analysis and develop action plans with your client portfolio. • Support strategic priorities across Conferences that have a direct impact on uplifting the onboarding and induction of new members, creating a welcoming and supportive environment and experience for all.
Future Focused Planning	<ul style="list-style-type: none"> • Provide specialist input into business strategies and plans, linking people initiatives to business goals, including guidance and support on employee engagement and change management initiatives



	<ul style="list-style-type: none"> • Review and recommend benchmarked remuneration position for organisation ensuring gender equity • Succession planning and talent need identification • Identify Workforce Trends and develop actions to mitigate issues • Anticipate and solve organisational and people and change related issues with people leaders • Lead Annual Workforce planning activities with People Support and Operations Team • Design, Develop and innovate future focused and value adding solutions
Data and Reporting	<ul style="list-style-type: none"> • Prepare and provide timely and accurate people metrics and reports, and undertake an analysis of data to identify trends and outcomes to enable effective decision making • Apply knowledge in data analysis and the presentation of data to see beyond the numbers to lead, influence, support, and execute business decisions.
Trusted Advisor	<ul style="list-style-type: none"> • Communicate and educate workforce in people policies and procedures • Work with people leaders to champion people programs and initiatives • Provide balanced approach to advice meeting organisational needs within industrial frameworks • Manage and mitigate medical, WorkCover and return to work matters • Adopt internal consulting approach to business issues and stakeholder management • Be a trusted HR expert and initiate further development and understanding of application of HR methodologies • Collaborate with Finance BP's and other Shared Services specialists to provide integrated solutions. • Advise, guided and support managers with all matters relating to employee and volunteer relations issues such as: disciplinary, performance management, employment tribunals, grievance and absence management • Plan and implement changes required including development to policy and procedure, ensuring that significant changes are communicated to the organisation in the most appropriate manner. • Support and challenge the business in organisational design discussions, proposing alternatives and providing additional information and organisational context, contributing to effective and strategic decisions and outcomes which are aligned with agreed organisational design principles.
Workforce Management and Recruitment	<ul style="list-style-type: none"> • Lead strategic workforce planning framework and activities to highlight the medium to long-term resourcing needs and take necessary steps to mitigate risk of skills shortage. • Lead and administer recruitment activity for Conferences across the state • In Consultation with the PE&O Team, deliver recruitment strategies, processes and policies with a focus on being an 'Employer of Choice' to attract the best talent. • Lead the succession planning process and talent management program to ensure the development of high-potentials and continuous opportunities for career advancement. • In consultation with the Learning and Development Team, determine training and development requirements for your portfolio and provide tools to uplift capability.



Projects	<ul style="list-style-type: none"> • Manage specific projects as determined in the annual HR operational project plan as well as participating in functional and cross-functional initiatives • Maintain close contact with Learning and Development and work in synchronisation with the other business units.
Safety	<ul style="list-style-type: none"> • Understand and comply with SVDP OHS policies, procedures and legislative requirements relevant to the position • Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions • Identify and report hazards within 24 hours of them occurring on the incident reporting system • Manage organisational return to work cases.

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Manager HR Partnering and Workplace Relations	Internal	<ul style="list-style-type: none"> • Direct reporting
Manager People Support and Operations	Internal	<ul style="list-style-type: none"> • Team members - Networking, effective partnering and capacity building
Broader HR Team	Internal	<ul style="list-style-type: none"> • Team members - Networking, effective partnering and capacity building
Senior Executive Group	Internal	<ul style="list-style-type: none"> • Networking, effective partnering and capacity building
Managers	Internal	<ul style="list-style-type: none"> • Networking, effective partnering and capacity building
Members, Volunteers and Employees	Internal	<ul style="list-style-type: none"> • Support, resourcing, networking, effective partnering and capacity building
Like-minded organisations	External	<ul style="list-style-type: none"> • Networking, effective partnering and capacity building



DELEGATIONS OF AUTHORITY

You will be required to work within the delegations of authority policy.

KEY PERFORMANCE INDICATORS

These will be developed by the Manager in consultation with the incumbent and will regularly be reviewed.

KEY REQUIREMENTS

Qualifications

- Degree in HR Management or a related field
- Substantial HR experience (operational and strategic) in comparable organisations.
- Success in dealing with complex change management projects
- High-level knowledge of applicable legislation, industrial relations instruments and framework

Skills

- Project management
- Ability to build rapport and influence others
- Outstanding written and verbal communication skills with strong attention to detail
- An ability to resolve conflict and disputes
- Exceptional skills in forging internal and external relationships
- Strong analytical & reporting capabilities
- Innovative & practical in problem solving with effective judgement & decision making
- Strong time management skills, including ability to meet deadlines and manage competing demands
- Job Analysis and Design
- Ability to manage composure during difficult and challenging circumstances
- Ability to interpret legislation, policies and other industrial instruments.
- Ability to develop relationships, trust and rapport with range of stakeholders at all levels.
- Strong judgement and decision-making skills.

Knowledge / Experience

- Up to date knowledge of Fair Work Act
- Detailed understanding of and ability to interpret the industrial relations system, including National Employment Standards and Modern Awards
- Knowledge of ER procedures and processes such as employment tribunals, disability, diversity and equal opportunity
- Proven negotiation and conflict resolution skills
- Experience in managing employee relations processes to resolution
- Strong experience with technology and HRM reporting, data management and analysis
- Proven ability to develop and deliver training Experience coaching and developing managers
- Strong change management experience
- Demonstrated experience in delivering volunteer recruitment services (preferred)

Attributes

- Passion for human resources and social justice
- Awareness and understanding of the mission of the St Vincent de Paul Society



- Commitment & empathy toward the work of the Society and its Membership
- Ability to work in a team and autonomously
- Excellent values and cultural alignment
- Behaves in an ethical and professional manner at all times
- Strong customer service orientation
- Leadership, courage and resilience
- Outcomes driven
- Willingness to travel throughout Victoria as required
- Willingness to vary normal working hours from time to time

JUDGEMENT AND DECISION MAKING:

- Effectively apply performance management to create a high-performance culture.
- Ability to interpret and make decisions in accordance with Industrial instruments Awards and Acts.
- Apply employee relations and employment practices in order to create a positive, ethical, effective work environment.
- Review and benchmark the internal and external environment to improve the HR policies and initiatives to enhance overall business performance.

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.