

Position Description

Position Title	People & Culture Business Partner Lead
-----------------------	---

Position Details	
Reporting to	Chief Executive Officer
Liaises with internally	All Cram Staff
Liaises with externally	Unions, Board of Directors, Agencies, Government regulators
Purpose of the Position	<p>The primary purpose of this position is to work closely with the Executive and Leadership team in implementing strategic initiatives and effective frameworks, policies, procedures and programs to ensure that Cram can attract, retain, develop, motivate, manage and mobilise a highly engaged and committed workforce.</p> <p>The People and Culture Business Partner Lead works with the CEO and Cram executives to identify, develop and implement solutions across a range of people and culture that will improve staff and business performance and develop a positive organisational culture.</p>

Selection Criteria	
Essential Criteria	<ul style="list-style-type: none"> • Relevant tertiary qualification (or equivalent) and experience in the management of human resources and organisational change; • People orientated, and results driven; • Proven capacity to operate both strategically and operationally in development and execution across a range of human resources, organisational and cultural change programs; • Demonstrated commitment to teamwork and the construction of a supportive, collaborative work environment with the ability to lead, supervise, mentor, and develop employees; • Uses data to inform recommendations and decisions; • Excellent collaboration and interpersonal skills with the ability to work in partnership with senior leaders, managers, and staff to implement organisational improvements; • Demonstrated ability to critically analyse issues and develop and implement effective strategies and solutions • Capably prioritises, takes action and effectively communicates through times of pressure or competing priorities • Highly developed communication and presentation skills including the ability to prepare high quality written reports, policies, action plans correspondence and other documentation as required. • Strong working knowledge of industrial relations legislation and practice, with a constructive track record with union dealings. • NDIS Worker Check; • Working With Children Check. • Current Australian Drivers Licence;

	<ul style="list-style-type: none"> • Covid Vaccination plus 1st Booster
Desirable	<ul style="list-style-type: none"> • Knowledge and experience in Time and attendance software and, Payroll software such as MicrOpay would be desirable. • Human Services (Disability; Child Care; Aged Care; Community Services as examples) or For Purpose / Not For Profit experience
Cram Values & Behaviours	<ul style="list-style-type: none"> • Respect - I respect others and every person’s right to contribute to their community. • Accountability - I care and am accountable for my actions and decisions for each person’s support and Cram’s long-term future. • Integrity - I approach my work with honesty and transparency. • Empathy - I acknowledge and value every individual’s perspective.

Task and Responsibilities

Lead the People & Culture Business Partnership function

- Oversee and implement people and culture initiatives aligned with the business strategy;
- Inform and shape the People & Culture priorities in response to front line need;
- Provide the Senior Leadership team, Managers and staff with comprehensive, professional HR advice including award and contractual interpretation
- Work with and through the Leadership Team to educate, influence, lead and drive change
- Act as the face of P&C by being an active and visible representative in all Homes and regularly (ie. weekly) attend Cram locations or staff meetings to connect with staff, support Leaders, influence and identify practical application of people practices and processes
- Support and coach Team Leaders/Managers in employee performance management processes and ensure performance management is timely, consistent, well documented and risks are well managed ;
- Enable leaders to have effective conversations with staff by assessing and developing individual leader capability
- Act as a custodian of Cram culture, influencing, educating and role modelling the desired behaviours
- Implement human resources initiatives aligned with the business strategy;
- Support current and future business needs through the development, engagement, motivation, and retention of talent

Selection and Onboarding:

- Oversee and manage the employee lifecycle including but not limited to, the recruitment and selection process, advertising, job descriptions, contracts, induction and onboarding, probation and performance management and the exit process.
- Identify gaps against current and future workforce need, identify and recommend ways to address;
- Role clarity and performance expectations are achieved through current job descriptions and performance review processes
- Drive consistency of the employee onboarding experience, reinforcing employment expectations, organisation values.

Development and Learning:

- Ensure that all training and professional development is strategically linked to organisational needs and aligned to performance reviews and business planning processes
- Assess training needs to identify, recommend, coordinate, deliver and monitor the effectiveness of training programs;
- Coordinate and drive the delivery of strategic learning initiatives across the business
- Find ways to measure, and monitor the effectiveness of learning initiatives
- Recommend appropriate and cost effective delivery options for training

Compliance and Reporting Obligations

- Modelling of the behaviours expected of all Leaders in line with Cram's Vision and Values.
- Ensure everyday working practices are complying with Modern Awards and all other legislative and compliance requirements;
- Adhere to the NDIS Code of Conduct and all Cram policies and procedures and play a key educational role to the leadership team and workforce:
- Ensure compliance for Cram's certification audits in the people and culture areas.
- Champion Workplace Health and Safety Policies and proactively contribute to maintain a safe and clean work environment. Implementation of WHS initiatives in consultation with the WHS committee and leadership team.
- Deliver key projects for the CEO or board
- Ensure HR reporting for external government agencies as well as Board reporting (KPI) is submitted on time allowing quality checking to take place
- As a member of the Remuneration Committee, ensure stakeholders are well informed
- Ensure key stakeholders are well informed of any risks or issues including actions or recommendations
- Ensure Records Management of employee files is compliant and maintained.
- Manage and coordinate the Workers Compensation Claims process including return to work plans and liaison with third parties
- Ensure the payroll and superannuation process is effectively executed
- Liaise with external industrial relations advisors, legal representatives and unions as required, regarding industrial activity / employee relations issues
- Act on all complaints or grievances in a timely manner, and ensure outcomes of any investigations or grievances including improvements are acted upon

Acceptance:

I hereby understand the requirements of the position and will fulfill the obligations required of the tasks, responsibilities and needs of The Cram foundation.

Name: _____ Signature: _____ Date: _____