

# Position Description

<b>Position:</b>	<b>People and Culture Business Partner</b> <b><i>(Parental Leave cover)</i></b>
<b>Reports To:</b>	Head of People and Culture
<b>Employment Type</b>	Full-time (1.0FTE), 12 month fixed term contract
<b>Award Pay Level:</b>	Level 6 under the Social, Community, Home Care and Disability Services Industry Award 2010
<b>Location:</b>	Footscray VIC (Flexible work arrangements available, travel to other ASRC sites required)

## Organisational context

The Asylum Seeker Resource Centre (ASRC) is a leading advocacy organisation for people seeking asylum in Australia. We are a values-driven organisation that strives to be part of a movement that helps people seeking asylum by providing direct services such as assistance with accommodation, food, casework, employment, education and legal services. We campaign and lobby with our sector to drive law reform and policy change.

At the heart of the ASRC strategy is the people we serve, and our commitment to ensuring that their voices of lived experience are embedded in all that we do. The ASRC exists for refugees and asylum seekers, and we are in the service of this community of people. It's important that our work and focus is led by what this community needs, expects and wants from us.

## About the Team

The People and Culture team is part of the People, Place and Enablement portfolio which includes Enabling Services (Operations and Information Technology, People and Culture, and Equity, Inclusion & Diversity).

The ASRC recognises that its people are at the heart of the ASRC movement and are key to delivering the range of services for people seeking asylum. The People & Culture team are primarily responsible for supporting the organisation's workforce (staff & volunteers) lifecycle from end to end. The People & Culture team supports the workforce to perform at their

best, to ensure the highest quality of service for the ARC's key stakeholders; people seeking refuge and asylum in Australia.

## Position Purpose

The People and Culture Business Partner is a senior level HR professional accountable for providing a high level advisory support and coaching support to leadership and general staff across the employee lifecycle, including performance management and employee relations matters, talent management, change management, and learning and development. This role actively contributes to the delivery of the People and Culture Strategy and Goals through strong stakeholder relationships and engaging in project initiatives.

## Key Accountabilities

- Partner with key client groups to provide specialist advice and consultancy services to stakeholders on all aspects of the employee lifecycle, ensuring that all activities and processes are conducted in accordance with legislative and policy frameworks
- Develop sustained effective and relevant collaborative working relationships with people managers, employees and other key stakeholders.
- Lead the development, delivery and implementation of projects and initiatives identified in the People & Culture strategic goals in line with stakeholder needs
- Partner with ASRC leadership team to drive and embed performance and capability across teams
- Maintain and commit to continuous professional development in the field of HR ensuring advice remains contemporary, relevant and in keeping with the external environment.
- Support leadership with best practice resolution of workforce matters of unsatisfactory work performance, absenteeism, workplace complaints, grievances and disciplinary matters.
- Collaborate with subject matter experts from across the organisation to deliver positive business outcomes and solutions; designing and facilitating learning programs, information sessions, providing advice that facilitates diverse and equitable recruitment outcomes
- Work closely with the People and Culture Director and P&C Coordinator to deliver quality people metrics and analytics, including working with key stakeholders to identify actionable insights to business objectives.
- Work closely with key stakeholders to lead the coordination and implementation of organisation change management programs and other projects as required

### All ASRC people must:

- Actively contribute to and upholding occupational health and safety standards to ensure the ASRC workforce feel safe and supported at work
- Centre the rights of people seeking asylum and actively working toward bringing the ASRC vision and purpose to life

- Demonstrate the ASRC values through behaviours that contribute to a culturally safe, inclusive and respectful workplace.

## Role Requirements

### Essential Skills, Experience & Qualifications

- Demonstrated ability to build and maintain positive and productive relationships with employees and multiple stakeholders in a Human Resources context
- Demonstrated experience in the execution of HR processes and activities within a complex environment
- Extensive professional knowledge and experience of contemporary HR management policies and practices including change management; diversity and inclusion; industrial agreements, e.g., awards and enterprise agreements; legislative requirements as applicable to the workplace; HR/ER case management
- Ability to work autonomously as well as contribute effectively as part of a team
- Demonstrated HRIS experience, with strong knowledge in system usage and reporting functions
- Ability to coordinate and contribute to HR strategies that align with the organisation's overall goals and vision
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia
- Qualification in Human Resource Management or equivalent relevant experience in senior HR positions

### Desirable:

- Lived experience of seeking asylum
- AHRI Certification

## Policy and screening requirements

All ASRC staff and volunteers are required to adhere to policies and procedures which aim to further culturally safe, inclusive and respectful work practices. All offers of employment are subject to satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

Last Review: September 2023

Due for Review: September 2024