

Julia Farr Association Inc
Role description & person specification

HR Business Partner

Section 1: About the Role

Reporting/Working Relationships

This role reports to (role sponsor):	CEO or delegate
Formal supervision and guidance to be provided to these roles:	HR administrator
Good networks are to be maintained with:	<ul style="list-style-type: none"> • Team members/ line supports, contractors • Community and industry sector relevant to the work.

1. Summary of the role's aim

This role will support the continuous improvement of our employment practice, with the focus on balancing employee engagement, our legal obligations as an employer, and our commitment to leading inclusive employment practice.

The role will work with line supports across the organisation to ensure they are well-equipped and supported to lead diverse teams and to facilitate high collective and individual performance.

This is a corporate role that will support the workforce across the three entities in the Julia Farr group: Julia Farr Association inc (trading as JFA Purple Orange), Julia Farr Housing Association Inc (trading as inhousing), and the Julia Farr M S McLeod Benevolent Fund ('JFM Fund').

2. Key Benefits (Outcomes)

The success of this role will be reflected through:

- A positive employee experience – employees feel valued and supported to be effective in role and we are seen as a great place to work
- A diverse workforce, where all people feel able to bring their whole selves to work and feel valued for their contribution to our work and the disability community
- We are recognised by external agencies for demonstrating best practice in inclusive employment
- A safe place to work – employee wellbeing is protected, with zero tolerance of accidents, injury (including psychological injury), harassment, bullying or discrimination
- Full compliance against our legal obligations as an employer

3. Key Deliverables (Outputs)

HR practices will be strengthened and sustained through the following deliverables:

- A well-maintained set of HR policies, procedures, and supporting resources, that consider the end-to-end employee lifecycle, are accessible to our diverse team, consistently applied, and deliver against our compliance requirements and a positive employee experience
- HR systems and processes that are up-to-date, and support legal compliance; efficient operational processes, and accurate data and reporting
- Activities that engage line supports and develop their skills in leading high-performing teams
- A scheduled program of reviewing and updating HR policies, procedures and supporting resources to ensure they maintain currency with legal requirements and best inclusion practice
- Projects and continuous improvement initiatives that effectively engage stakeholders in codesigning and implementing improvements in HR practice, so that intended benefits are realised and fully integrated into business as usual

4. Main work activities (Processes)

- Maintain our HR policies and supporting procedures and resources, including version control, secure storage, and accessibility to our staff team.
- Lead the process of reviewing, revising and implementing new and updated HR policies, procedures and resources so that they support our team to meet our employer obligations, and maintain a positive and inclusive workplace culture. This includes ensuring they have consistent language, and consistently and explicitly reflect our values
- Provide day-to-day support for people in line support roles, to navigate workforce issues and maintain good employment practices in line with our values and culture, including regular performance review, and performance management processes
- Lead inclusive recruitment practice, providing advice and support in job design, recruitment and selection, including advertising, screening, shortlisting, assessment design (interviews and testing) and reference-checking
- Provide quality assurance for our onboarding process, balancing our compliance obligations with a positive welcome for new employees
- Support the induction and probation program for new starters, to ensure a consistent approach that engages new employees and supports them to be effective in role
- Provide quality assurance for ongoing workforce compliance, balancing our compliance obligations with the employee experience
- Support line supports and senior leadership to manage any significant performance or workforce change issues, including those with a potential for termination of employment
- Lead engagement with internal and external stakeholders in support of projects and practice to ensure we deliver best practice in inclusive employment
- Develop our practice in workforce planning and organisational development, including individual employee development, talent management, and succession planning
- Work with stakeholders across the organisation to ensure we have policies, processes and practice that protects the health and safety of our workforce, including psychological health and safety and preventative measures to protect workforce wellbeing
- Lead projects to support the improvement of HR systems, process and practice

- Maintain and develop HR systems, processes and data management in support of our compliance and reporting obligations, a positive employee experience and building evidence to inform continuous improvement
- Managing HR budget
- Provide line support to the HR administrator function
- Identifying requirements for, and managing relationships with, external workforce-related agencies (including suppliers, advisors, information services, professional bodies and government agencies such as FWC and Safework SA)

This role has a collegial relationship with the following other roles:

- All staff across the agency.

This role is responsible for maintaining good networks with:

- People living with disability.
- Families of people living with disability.
- Inter-agency team members.
- Disability sector agency staff, including support agencies and their staff, and support coordinators.
- Government, community, and industry staff relevant to the work.

Values

The role demands a commitment to:

Our values:

- Personhood - people living with disability having personal authority
- Citizenship - people living lives of active Citizenship
- Capacity-building

We live our values by

- showing respect, trust and equity
- engaging in collaboration and codesign
- showing support
- engaging in continuous improvement and learning
- communicating and sharing
- building relationships
- committing to inclusion

We expect all employees to

- Support and contribute to the achievement of the organisation's goals as set out in the strategy and business plan and successor documents.
- Proactively contribute to a collaborative and harmonious workplace, and to relationships with our stakeholders, by communicating only in ways that are respectful, ambassadorial, warm, and solution-focused
- Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital.
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development.
- Support the integrity of the organisation by maintaining a high standard of personal and professional conduct that supports our values, including:
 - the exercise of ambassadorship
 - the exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation

Special Conditions (Such as travel requirements, frequent overtime, etc).

Work outside of normal business hours where this is needed.

Be willing to change office location if directed as a result of service development and organisational change.

Section 2: About the Role Holder

Essential Criteria

- Extensive experience in an HR generalist role, leading and supporting recruitment, onboarding and induction, performance review, performance management, and learning and development
- Experience in maintaining a set of HR policies and support resources that provide employees and line supports with the tools they need for day-to-day HR activities
- Experience in developing and implementing HR processes, systems and data management to support efficient HR practices that meet compliance obligations and are accessible to employees
- Demonstrated experience in providing internal HR advice to colleagues at all levels of the organisation, with a developmental approach to building colleagues' skills and confidence in navigating HR issues
- Sound generalist understanding of the legal context relating to employment matters, including awards, industrial relations and work health and safety
- Demonstrated commitment to diversity and inclusion practice in the workplace, with experience in supporting employee engagement and wellbeing across a diverse workforce
- Commitment to continuous improvement
- Demonstrated experience in successful HR change management, engaging internal stakeholders in codesigning and implementing new HR policy and practice
- Demonstrated ability to view workforce issues from a whole of organisation perspective, with an understanding of the dependencies between culture, strategy and workforce and their impact on organisational performance
- Strong skills in planning and prioritising workload, including navigating competing priorities with internal stakeholders
- Deeply felt value base in support of improving the life chances for people living with disability and their families, especially in respect of choices and inclusion
- Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued
- HR-related academic or professional qualification

Desirable Criteria

- Experience in an HR function in a values-led organisation
- Experience in leading inclusive employment practice
- Lived experience of disability

Mandatory requirements:

- Right to work in Australia
- NDIS worker clearance

Document approval		
This role description and person specification has been approved by		
Strategy leader/CEO Signed		Date 9/5/24

Acknowledgment			
This role description and person specification has been jointly agreed between the line support and employee			
Employee: Signed		Date	
Line Support/Role Sponsor: Signed		Date	

Original kept by line support and COPY to employee and HR@purpleorange.org.au