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| Position | ***People and Culture Business Partner (Workplace Diversity Equity and Inclusion)*** |
| Reports to | ***Head of People and Culture*** |
| Work level | **ONLY - People and Culture to complete this**  |
| Group | ***Office of the CEO*** |
| Team | ***People and Culture***  |
| Location | **Onsite at the Hub in Melbourne CBD or Hybrid** |
| Direct reports | ***N/A*** |
| 1. Purpose of the position and link to Strategy 2023+ *Earlier, Easier, Together*
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| The People & Culture Business Partner acts as a strategic thought partner, leading people related priorities across two Business Units. It partners with Chiefs and Heads assessing and forecasting needs regarding people and culture to enable delivery of goals against the Strategy 2023+ *Earlier, Easier, Together* . |
| 1. Key Accountabilities of Position
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| * Beyond Blue’s subject matter expert on workplace diversity, equity and inclusion
* Is the custodian of the Workforce Diversity, Equity and Inclusion Strategy and Beyond Blue’s Reconciliation Action Plan employment deliverables.
* Develops and integrates WDEI people initiatives across Beyond Blue, generating valuable workforce insights and analytics for digestion at the Executive and Board level to inform strategic people priorities and improve productivity
* Works closely with the Advocacy and Equity Manager and Organisational Development and Insights Lead to realise the organisation’s vision for workforce diversity, equity and inclusion
* Provide guidance on, challenge and anticipate strategic workforce requirements for unit structures, workforce planning and succession planning
* Manage and resolve complex employee relations issues, conducting effective, fit-for purpose and objective investigations
* Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
* Drive talent acquisition for stakeholder group
* Work in collaboration with People and Culture colleagues to identify and deliver the development of learning and development strategies to address future needs
* Work in collaboration with People and Culture colleagues to operationalize and deliver enterprise strategic initiatives and projects emanating from the People and Culture strategy
* Analyse trends and metrics in collaboration with the People and Culture colleagues to develop solutions, programs and policies
* Provide fit for purpose guidance to people managers (coaching, counseling, career development, disciplinary actions) driving positive changes in the management of people and performance
* Lead and contribute to key organisational development and change projects as appropriate, modelling change management in practice and mentoring to facilitate development.
* Create opportunities to build shared understanding and ownership of the Beyond Blue’s vision, values, strategies, plans and desired culture
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| 1. Key outcomes, or desired impact of role, linked to Strategy
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| Connecting – People feel more connected* Our people feel empowered and connected through meaningful work

Integrity – People trust that we operate with integrity* We continue to build capacity and capability to respond to the changing needs of Beyond Blue
* We champion a safe and inclusive culture
* We ensure good governance is maintained regarding people practises across the organisation
* Our workforce is engaged and excited to contribute to our Vision

KPI’s/Goals are set in the performance review cycles – January to June / July to December as part of our [Thrive Framework](http://bbconnect.beyondblue.org.au/Pages/Performance-Review.aspx).   |
| 1. Core Capabilities
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| Capabilities in our capability framework critical for role success include:* This will be populated once the role has been evaluated against the BB Position Framework
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| 1. Specific Job Competencies
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| Education/qualifications* Bachelor’s degree in Human Resources Management

Experience* 7 years + Human Resources experience gained across combination of For Profit/Not for Profit/Public health organisations
* Human Resources generalist experience - ER/IR, learning and development, equity diversity and inclusion, employee health, safety and wellbeing, remuneration and benefits, HRIS
* Demonstrated success strategically consulting and/or business partnering with senior leaders
* Demonstrated experience in DEI, including development of a DEI strategy and implementation plan

Key essential skills* Human resource internal consulting skills
* Project/change management
* Advanced oral, written communication, presentation skills
* Advanced interpersonal and diplomacy skills
* Strong internal coaching skills
* Ability to work autonomously and in times of ambiguity
* Critical evaluation and strong analytical skills
* Understanding of and commitment to best practise child safe and employee health and wellbeing principles, particularly navigating mental health challenges within a workplace environment
* Understanding of, and commitment to best practise diversity, equity, and inclusion principles
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| 1. Values leadership and our culture at Beyond Blue
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| Beyond Blue Values We all play a part and take responsibility for our impact on Beyond Blue’s culture, in line with our [Values](http://bbconnect.beyondblue.org.au/Pages/beyondblue-Values.aspx).Cultural competency Beyond Blue strives to be a culturally safe and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans. |