

Position Description



Position title	People and Culture Business Partner
Team/Group	People and Culture/Business Solutions
Work level	3
Position reporting to	Head of People and Culture
Employment Type	Fixed-term

Vision, mission and values	<p>Beyond Blue's vision is that all people in Australia achieve their best possible mental health. Our mission is to work with the community to improve mental health and prevent suicide. We aim to achieve this by:</p> <ol style="list-style-type: none">1. Promoting mental health and wellbeing2. Being a trusted source of information, advice and support3. Working together to prevent suicide <p>Beyond Blue's values are Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.</p>
-----------------------------------	---

Position purpose	<p>The Business Solutions Group consists of People and Culture, Finance, Commercial & Risk, IT and Business Improvement. Business Solutions partners with our customers, to drive sustainable advantage through safe, efficient, effective and compliant services. Business Solutions strives to provide consistent service excellence and strategic business insights that support a culture of sustainability, inclusion and continuous improvement and ensuring that Beyond Blue's teams can do their best work for the community.</p> <p>The core purpose of the Beyond Blue People and Culture team is to strategically partner with our stakeholders to continuously develop and build capability to deliver on Beyond Blue's organisational strategy. We enable this by facilitating an environment that promotes mental health with flexible ways of working, grounded by our values which enables our leaders and employees to service our community. We strive to ensure our people have the best possible employee experience during their time with Beyond Blue and are acutely aware of our responsibility in managing employee branding both internally and externally.</p> <p>The People & Culture Business Partner provides high level Human Resources coaching and advice to people leaders to enable them to successfully manage their teams through the whole employee life cycle. The role holds responsibility to build manager capability to lead in alignment with Beyond Blue values and enable strategy.</p>
-------------------------	---

Role dimensions	Direct Reports Nil
	Overall team Finance, Risk and Procurement, IT and Business Improvement
	Financial Delegation As per the delegation

Key accountabilities	<ul style="list-style-type: none"> • Coach and advise people leaders to build positive employee experiences throughout the employee life cycle (from team/job design, recruitment, learning, performance, reward, through to exit) to ensure employee wellbeing, engagement and strategic intent. • Contribute to positive employee experiences by implement employee processes, resolve complex employee relations issues, to improve work relationships, build morale and increase productivity and retention • Partner with people leaders to manage talent including acquisition (recruitment) development and retention • Advise on employee contractual arrangements and employee relations • Deliver organisational wide activities, such as wellbeing, learning and inclusion • Contribute to implementation of P&C policies, strategies and projects • Analyse key people & culture trends and metrics • Provide HR policy guidance • Monitor and report on workforce planning 	
Key behaviours	<ul style="list-style-type: none"> • We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community • We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work • We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources • We collaborate to provide solutions and options for feedback • We actively listen, and communicate openly and transparently • We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions • We build relationships externally and partner with key external stakeholders for the benefit of the community • We adapt, flex and take an agile approach to plans to meet community need 	
Qualifications and key selection criteria	<ol style="list-style-type: none"> 1. Minimum bachelor's degree in human resources management 2. Willingness to commit to and work in line with the Beyond Blue Values 3. 7 years + human resources experience preferably in community sector/NFP/Public health organisations 4. Demonstrated success working as an internal consulting and/or business partner in a HR/P&C team 5. Expertise in ER/IR, learning and development, employee wellbeing and job design 6. Excellent interpersonal communication skills with success influencing. 7. Positive, flexible approach with the ability to manage ambiguity 	
Core Capabilities	<i>Community voice</i>	Capture community insights, ensure community insights inform our work, test we are having
	<i>Community awareness & system change</i>	Shift to a community centric way of operating, with the community and the need for system change informing how we work
	<i>Digital Capability Big Blue Door delivery</i>	Increase our impact and reach across the community, and better understand and respond to community need and deliver personalised

support informed by community insights and data.

Agile Leadership

Respond in a shorter period of time and to enable more flexible and adaptable utilisation of resources across the organisation. It also enables us to embed our Ways of Working culture.

Sustainable & diverse funding sources and supporting social impact

Develop a sustainable and diverse funding base, that strengthens our culture of philanthropy. We will invest and spend wisely, and plan for the longer term.

Best governance and demonstrating impact

Balances stability and strong oversight, with dynamic decision-making processes that support responsive ways of working. We will measure our success – and our learnings – and share our insights with donors, philanthropists and government supporters.

Partner strategically for maximum impact

Work with the community, education, business, philanthropy and across government. Our engagement with partners will be purposeful, inclusive, transparent and respectful.
