

# Business Partner – People Performance and Culture

St John is a charity in the South Australian community working for the Service of Humanity. Our vision for the future, whether acting alone or in partnership with others, is the provision of charitable and humanitarian services to individuals, groups and organisations. Our relief work for persons in sickness, distress, suffering or danger recognises no barrier of race, colour or creed.

Within South Australia, St John SA engages some 1,000 volunteers supporting the community in the provision of First Aid services and community services. St John SA also employs approximately 100 paid staff, located across the state.

Make your mark in this newly created role, which would be ideal as the next step for a recent graduate with some level of generalist Human Resource related experience.

Reporting to the Executive Manager People Performance and Culture, the successful candidate will partner with business functions / departments contributing to the engagement and growth of St John SA. You will provide strategic and operational people, performance and culture management along with industrial and employment relations advice to leadership, employees and volunteers. Contribute to the effective management of the workforce by ensuring the St John SA relevant EBA, awards, values and policies are clearly articulated and implemented across all functions and that all leaders understand and are supported in their employees' management responsibilities. Support the principles of fairness, transparency, productivity and innovation in workforce development.

Successful candidates will:

- Have a solid appreciation of industrial relations law and protocol
- Be familiar with recruitment activities and resourcing
- Demonstrate creativity in offering solutions to issues
- Apply objectivity and influencing skills when dealing with all levels within the organisation
- Demonstrate engaging presentation skills and accuracy and structure in reporting requirements

Please apply with your updated resume and cover letter addressing the key requirements of the role as detailed within the Job and Person Specification (available on the St John Ambulance SA website). Your cover letter statement should include a succinct description of how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities and succeed in the position.

St John SA values diversity in the workplace and is an equal opportunity employer.

Enquiries may be directed to the Executive Manager People Performance and Culture on (08) 8306 6969 or at [hr@stjohnsa.com.au](mailto:hr@stjohnsa.com.au)

Applications close Sunday 2 May, 2021.

Fairness Integrity Responsibility Service Trust

Accountability Inclusive Dependable



# Job and Person Specification

## Paid Staff



<b>Position Title:</b>	Business Partner
<b>Department / Function:</b>	People Performance and Culture (PP & C)
<b>Reports to:</b>	Executive Manager People Performance and Culture
<b>Agreement / Non - EEA:</b>	Non EEA
<b>Classification - Grade:</b>	N/A

### *About St John Ambulance Australia - South Australia Inc.*

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### *Position Summary and Requirements*

Partner with business functions / departments contributing to the engagement and growth of St John SA. You will provide strategic and operational people, performance and culture management along with industrial and employment relations advice to leadership, employees and volunteers. Contribute to the effective management of the workforce by ensuring the St John SA relevant EBA, award, values and policies are clearly articulated and implemented across all functions and that all leaders understand and are supported in their employees' management responsibilities. Support the principles of fairness, transparency, productivity and innovation in workforce development.

### *Key Relationships*

<b>Number of Direct Reports:</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"> <li>• Functional Heads / Department Managers</li> </ul>
<b>Key External Relationships:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>

Key Accountabilities	Key Tasks	Measures
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Partner with managers and senior volunteers to advise and guide on employee relation concerns, complaints, performance management, grievance and disciplinary issues, learning and development and other people related matters as required.</li> </ul>	<ul style="list-style-type: none"> <li>○ No legislative or compliance breaches</li> <li>○ Child Protection matters dealt with in line with policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist employees and volunteers with people related queries (policy, payment, process, IR matters)</li> <li>• Ensure compliance with employment legislation, Fair Work, NES, EEO, Award and Enterprise Agreement interpretation.</li> <li>• Assist in the monitoring, vigilance, management and compliance of Child Protection related policy and procedures</li> <li>• Conduct impartial and objective investigations relating to any matters of policy, compliance or grievance as may be required</li> <li>• Undertake workforce planning and develop and implement strategies to meet the current and future employee and volunteer needs of the organisation including restructures and succession planning</li> <li>• Participate in the recruitment and selection process including, drafting and placing of advertisements.</li> <li>• Maintain Job and Person Specifications and evaluation of grades relevant to positions</li> <li>• Monitor and coordinate annual performance review process</li> <li>• Champion people, performance and culture policy, procedure and guidelines</li> <li>• People, performance and culture project work as agreed</li> </ul>	<ul style="list-style-type: none"> <li>○ Advertising posted to agreed time frames</li> <li>○ Candidate shortlisting completed to agreed time frames</li> <li>○ Job and person specifications up to date and posted to portal</li> <li>○ Employment contracts provided within 48 hours of selection</li> <li>○ Investigations satisfy policy obligations</li> <li>○ Minimum of quarterly meetings with each Department Manager</li> </ul>
<b>General Administration</b>	<ul style="list-style-type: none"> <li>• Prepare monthly metrics reports, analyse data to discuss trends with view for improvement</li> <li>• In liaison with Manager prepare and initiate satisfaction surveys, providing and publishing reports as required. Assist Survey committee with development and administration of plans</li> <li>• Monitor people, performance and culture intranet pages for currency</li> <li>• Maintain personnel files in relation to relevant people, performance and culture information / records</li> <li>• Identify and implement opportunities to streamline or simplify process</li> <li>• Conduct exit interviews with all paid staff separations</li> <li>• Provide appropriate instruction regarding the creation and maintenance of relevant payroll records and administration</li> </ul>	<ul style="list-style-type: none"> <li>• Reports completed to schedule</li> <li>• Surveys initiated to schedule</li> <li>• Intranet data and information relevant at all times</li> </ul>
<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Maintain current First Aid Certificate, Manual Handling and Infection Control Training</li> <li>• Ensure a safe and healthy work environment through compliance with WHS legislation and St John policies and procedures. Monitor and report on WHS arrangements in the learning environment</li> <li>• Follow safe and healthy work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to manager</li> </ul>	<ul style="list-style-type: none"> <li>• Work station self-assessment completed annually</li> <li>• Maintain compliance by completing all required training</li> <li>• Take a proactive and preventative approach to maintaining a safe work environment</li> </ul>

### ***Knowledge, Experience and Capabilities***

- Excellent verbal and written communication skills.

**Position Description:**

**Version Date:** April 2021

- Excellent interpersonal and customer service skills.
- Excellent organisational skills and attention to detail.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations and policies.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- 2- 3 years generalist HR experience

### ***Qualifications / Certifications***

- Certificate IV in Human Resources or better
- Member of an appropriate representative organisation advantageous (i.e. AHRI)

### ***Essential requirements***

- Current South Australian Driver's License
- Must be prepared to relocate within St John should the need arise
- It is a requirement you undertake and hold a National Police Certificate and a current Working With Children Check both of which are acceptable to St John, prior to the commencement of employment. Continued employment is subject to the maintenance of satisfactory checks.
- Will be required to undertake Child Safe Environments training within the first 6 months of employment.