

POSITION DESCRIPTION



POSITION TITLE:	Business Partner People & Capability
DIVISION / DEPARTMENT:	CEO Office/People & Capability
CLASSIFICATION LEVEL:	TAFE PACCT Level 8
MODE OF EMPLOYMENT:	Full Time
*LOCATION:	555 La Trobe Street, Melbourne
Date:	August 2024

*Note that the incumbent may be required to operate from any work sites of the Institute

GENERAL INFORMATION ABOUT THE INSTITUTE

William Angliss Institute is the Government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognised as Australia's leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and internationally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute's portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today's workplace.

GENERAL INFORMATION ABOUT THE DEPARTMENT

The People and Capability Department is crucial to effective people management within the Institute, encouraging and supporting a culture that is safe and engaging by providing comprehensive services, support tools and advice to employees in: Recruitment and Selection; Employee Records Administration; Health Safety & Wellbeing and Workers' Compensation; Managing Inclusivity; Human Resources Information Systems; Workforce Management; Salary Classifications; Employee Relations; Professional Development and Performance Management

The People and Capability Department also plays a very important role in the forward planning processes of the Institute by contributing to the overall workforce and strategic plans of the Institute and specific human resources projects. In addition, the People and Capability Department develops human resources policies and procedures and contributes in a substantial way to the formulation and ratification of these policies throughout the Committee structure of the Institute. Once the policies are officially approved, it is the role of the Department to implement them across the Institute.

PRIMARY PURPOSE & OBJECTIVES OF THE POSITION

The Business Partner role provides strategic and operational business advice to Managers and Supervisors to ensure the efficient and effective delivery of services for the Institute.

Provide strategic planning and business advice to support the Manager People and Capability in achieving the Department's business objectives and deputize for the Manager when required. Lead, motivate and coordinate employees directly reporting to the role to ensure delivery of responsive quality services to the Institute.

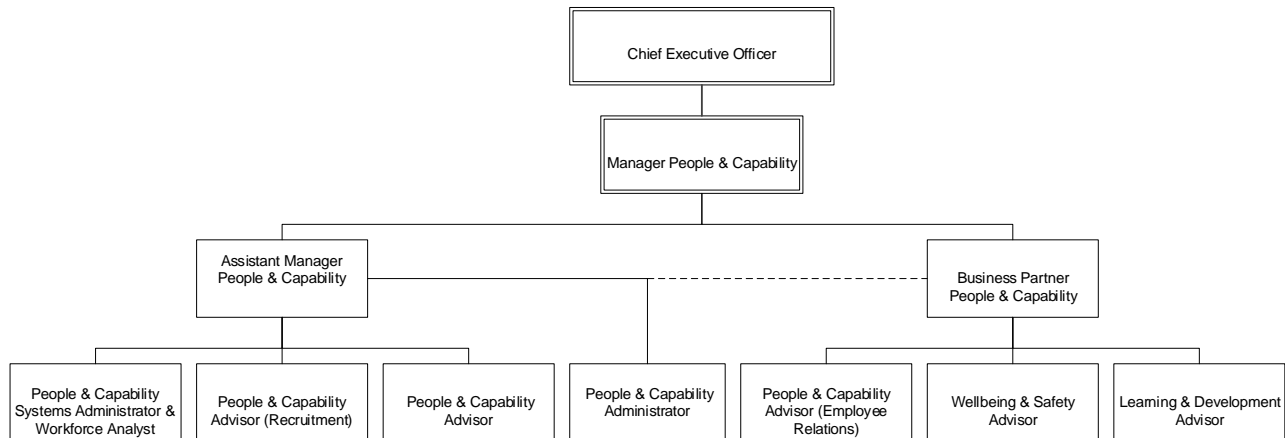
Oversee existing systems and processes and identify areas for business process improvements to enhance the overall service of the area to its key stakeholders.

Investigate, evaluate and implement strategic plans and cultural initiatives to meet operational objectives and long term requirements of the Department and the Institute.

Provide leadership to projects undertaken by the team to meet key project deliverables.

REPORTING RELATIONSHIPS

The Business Partner reports to the Manager People & Capability, works closely with other employees in the Department. The Business Partner has two direct reports which are, Wellbeing and Safety Advisor and Learning and Development Advisor.



KEY DUTIES

Build business partnerships with Managers to gain a greater understanding of the functions and services provided by each Manager's department to ascertain the HR support and services required.

Provide support and authoritative advice to employees and managers on a range of services provided by the Department.

Provide leadership and mentoring to the direct reports of the position and oversee the functions of these roles.

Work closely with the Manager People and Capability to investigate and identify Learning & Development improvements to ensure timely and relevant solutions are adopted for the Department and Institute.

Develop, test, and implement health Safety & Wellbeing systems and processes to improve the efficiency of the services provided by the team.

Support and contribute to the development of the Institute Workforce Capability Plan and the future strategic direction of the Institute.

Provide regular reports to the Department Manager on P&C performance against key performance indicators.

Develop, review and communicate policies and procedures to ensure employee compliance with P&C related legislation.

Other Responsibilities:

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Specific performance objectives will be negotiated as part of the Institute's regular performance planning and review process.
- The incumbent will be required to comply with the Institute and Public Sector Code of Conduct, Occupational Health and Safety Policy and Procedures, Managing Diversity Policy and Procedures and any other relevant legislation, policy, procedures or practices.
- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all employee are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly.

In accordance with the William Angliss Institute of TAFE PACCT Staff Enterprise Agreement 2023 (PACCT EBA), the following descriptions apply for PACCT LEVEL 8 positions:

EDUCATION, TRAINING AND EXPERIENCE

Education, Training and Experience means the type and duration of training which the duties of the classification level typically require for effective performance. Training is the knowledge through formal education, on the job instruction or exposure to procedures.

Relevant Degree and post graduate qualification and experience, or extensive management and leadership experience, or an equivalent combination of relevant management and leadership experience and / or education or training.

Principal specialist in a recognised discipline or specialist area.

TASK LEVEL

Task Level means the type, complexity and responsibility of the tasks typically performed by staff within each proposed classification level

Apply a high level of theoretical and operational knowledge.

Undertake complex duties which entail a high degree of responsibility and autonomy.

Develop, implement and review major policies, objectives, strategies involving high level liaison and/or consultation with internal and external stakeholder areas.

Undertake significant creative, strategic planning and management functions.

May be responsible for significant resources.

Ability to play a major role in ensuring the professionalism of operational and developmental activities within the specialist area.

JUDGEMENT AND PROBLEM SOLVING

Judgement is the ability to make sound decisions, recognising the consequences of decisions taken or actions performed, and Problem Solving is the process of defining or selecting the appropriate course of action where alternative courses of action are available.

Provides authoritative advice.

Responsible for project development and implementation.

Provide strategic support and advice to departments.

Be responsible for the achievement of the objectives of the operational unit or area of work being managed and for the successful completion of projects within a complex organisational environment.

Investigate, design, implement and evaluate plans and strategies to meet operational objectives and the long term requirements of the Institute.

SUPERVISION AND INDEPENDENCE

Supervision and Independence means both the way in which positions are supervised, managed or held accountable, and the degree of independence which applies in supervising or managing other staff or contractors. Independence is also the extent to which a staff member can work independently without supervision or direction.

Under broad direction develop and implement new policies and innovative ways of adapting the Institute's existing strategies.

Manage other staff and/or operate as a principal specialist in a recognised discipline.

Decisions and actions taken at this level may have a substantial effect on the Department or Division and/or Institute wide programs and projects.

Accountable for the quality, effectiveness, cost and timeliness of operational objectives.

ORGANISATIONAL RELATIONSHIP AND IMPACT

Organisational Relationship and Impact means the level of knowledge and awareness of the organisation, its structure and functions that would be expected in the performance of the duties of the position, and the purposes to which that organisational knowledge and awareness may be put.

Comprehensive knowledge of related operations.

Develop and review major policies, objectives and strategies involving high level liaison with internal and external client areas.

Responsible for projects involving major change which may impact on other areas of the Institute's operations.

INTERPERSONAL SKILLS

Interpersonal Skills means the level of communication skills both verbal and written and the scope of the circumstances where the staff member is expected to use these skills.

Ability to persuade, convince and negotiate internally and externally in the pursuit and achievement of Institute corporate objectives. At this level must be able to lead, motivate and develop other employees on an individual and team basis.

Note: PACCT Staff at this level must also be competent in meeting criteria detailed for the previous level as per Schedule 2 of the PACCT EBA.

KEY SELECTION CRITERIA

- A tertiary qualification in human resources or similar discipline is essential together with substantial experience in an HR environment.
- Sound interpersonal and communication skills and experience managing and motivating a team.
- Extensive experience in developing productive relationships with key stakeholders to build co-operative working relationships.
- Demonstrated experience and expertise in the management and delivery of services within a complex organisation.
- Demonstrated expertise in the areas of business process improvements, change management and project management.
- Demonstrated high level computer skills including the Human Resource Information System CHRIS21 to support accountabilities of the position.
- Demonstrated behaviours that align with the William Angliss Institute Values.

SPECIAL CONDITIONS

Provision and or willingness to obtain an *Employee Working with Children Check* prior to commencement. The incumbent will be required to renew prior to expiry date of current check whilst employed by the Institute.

Provision and or willingness to obtain a Police Check prior to commencement and renewal every five years thereafter.

INSTITUTE VALUES

Personal Responsibility:	accountable, responsive, with integrity, respect and impartiality and acknowledging human rights
Inspiration:	passionate, stimulating and optimistic
Empowerment:	nurturing, encouragement and challenging
Community:	sharing, partnership and connections
Expertise:	leadership, innovation and industry practice