

Position	Human Resources Business Partner
Date effective	December 2017
Conditions	Individual common law contract

Who we are:

Lutheran Services is a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland. Lutheran Services provides quality and contemporary support and accommodation for older people, youth and their families, people living with disability or mental illness, and families experiencing domestic violence and hardship.

Our philosophy and vision

Lutheran Services exists to serve. Delivering the best in service, care and accommodation while making a meaningful contribution to communities is at the core of what we do.

Our values

- Offering grace and hope
- Delivering faithful service
- Respecting the dignity of the people we serve
- Fostering a committed and innovative culture
- Securing a sustainable future

Purpose of the role

To advise on and partner with the business in relation to; HR policies, workforce planning, organisation development, workplace mediation and conflict resolution. To support Lutheran Services' capacity to employ, manage and retain a competent, suitable and highly skilled workforce as well as meet the regulatory requirements relating to human resources.

Reporting relationships

The position reports to the organisation's Human Resource Manager and works closely with other members of the Human Resources team.

Qualifications/Experience*Essential*

- Relevant degree-level qualification
- Demonstrated human resources professional experience
- Capable of forming effective and congenial working relationships with co-workers
- Able to clearly communicate and articulate HR goals and visions at all levels

- Capable of managing own workload, including overlapping priorities and meeting deadlines
- Excellent communication skills
- Produce written material of a high quality

Desired

- Expertise and experience in one or more of the following areas: as required workforce planning, employment law, conflict resolution and workplace investigations
- Well-developed research skills

Legislative/policy requirements

All employees must have a current National Police check and will be required to provide proof of working rights. The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by Lutheran Services Chief Medical Officer.

Roles and responsibilities

Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will:

- Deliver broad HR generalist services to the business;
- Consult and advise managers to achieve outcomes, including workforce planning, performance management and resolution of employee relations issues;
- Coach and support managers in day to day staff management activities, working with policies, practices and key processes;
- Provide direct support, advice and contribution to the HR team regarding planning, development, implementation and delivery of projects and strategies;
- Populate, implement and execute projects/plans to further develop our people and culture change initiatives;
- Develop clear and consistent communication strategies ensuring employee engagement surrounding HR projects and key organisational changes;
- Collect, analyse and report on data relating to the Lutheran Services workforce and active HR projects;
- Participate actively as a member of the HR team.

<p>NOTE: This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.</p>
