1. POSITION SUMMARY

The People and Culture Business Partner Manager plays a key role as a member of the Senior People and Culture team, leading our Business Partnering and Administration Teams. Working in a complex environment and across two partnering organisations, the People and Culture Business Partner Manager is responsible for providing high quality human resources leadership and advice to staff working at Orygen and at the Centre of Youth Mental Health.

This role will be accountable for leading the People and Culture Business Partnering Team needs of staff groups across Orygen's and the University of Melbourne’s goals’ and values and provides expert Human Resource consulting services, advice, guidance and quality human resources management skills to University and Orygen staff on all human resources issues and policies.

This role will be required to work closely with the broader People and Culture team and internal communications to lead the Business Partnering team and to ensure successful implementation of people strategies across the organisation.

2. POSITION CONTEXT

The outcomes of the Royal Commission into the Victorian Mental Health System enable a revolutionary new era of reform in mental health. Recruiting and developing the workforce to support the development of a new mental health system is paramount to the successful implementation of these reforms. The sector faces a number of workforce challenges including the complex nature of its workforce planning and a significant workforce shortage. This role will provide leadership and expertise in ensuring Orygen staff are engaged, safe and well supported.

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our workforce is diverse and includes:
• Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.

• Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by NorthWestern Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.

• The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen.

• A knowledge transfer program drawing on Orygen’s research and clinical expertise provides an array of resource and workforce development including providing online and face to face training for the mental health workforce both nationally and internationally.

• A policy think tank drawing on Orygen’s research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government and other policymakers.

• Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

This position will work to further strengthen the unification of the above systems, supporting the development of Orygen’s workforce for the future.

3. ABOUT ORYGEN

<table>
<thead>
<tr>
<th>VISION</th>
<th>Young people to enjoy optimal mental health as they grow into adulthood.</th>
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<td>MISSION</td>
<td>Reduce the impact of mental ill-health on young people, their families</td>
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<td></td>
<td>and society.</td>
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<td>VALUES</td>
<td>Respect, accountability, teamwork, excellence &amp; innovation.</td>
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<td>COMMITMENTS</td>
<td>Orygen has made a strategic commitment to partner with First Nations</td>
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<td>people of Australia, young people and their families, LGBTIQA+ people</td>
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<td>&amp; culturally and linguistically diverse people.</td>
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4. KEY RESPONSIBILITIES/OUTCOMES

The People and Culture Business Partnering Manager will be responsible for:

People Management and Development
• Lead and manage the performance of a team of Business Partners and Advisors to ensure their delivery of Orygen’s strategic and operational objectives.
• Lead and promote continuous improvement of client service delivery.
• Support and lift team culture and capability.

Business Partnering
• Provide professional, business-focused Human Resource services to designated client groups.
• Build strong working relationships based on credibility and open communication.
• Work with the People and Culture Business Partners to promote best practice, ensure a broad consistency of approach, and provide coverage to other Business Partners as necessary.
• Take a coaching approach to facilitate effective, consistent leadership that empowers people management - expecting and enabling managers to assume increasing responsibility for all aspects of people management.
• Work in partnership with senior management teams to identify the people implications of strategic and business plans and other developments. Promote effective ways of working
and agree appropriate local-level interventions to maximise opportunities, support change and manage risk.

- Analyze trends and metrics in partnership with the People and Culture unit to develop solutions, programs and policies.
- Facilitate effective workforce planning to identify the capacity and capability of the organisation to deliver its objectives.
- Provide professional senior level, strategic and operational HR advice on the interpretation of HR policies and procedures, employment legislation, recruitment strategies, and managing change processes, providing risk analysis to support this. Constructively challenge decisions which are not in best interest of the organisation.

**Workplace Health and Safety**
- Ensure the delivery of Orygen’s Workplace Health and Safety Strategic and operational initiatives.

**People and Culture Strategic Initiatives**
- Lead responsibility for the HR/people management aspects of corporate initiatives and projects as agreed with Director People and Culture.

**Employee Relations**
- As the Employee Relations subject matter expert, provide high quality industrial and employee relations advice and services to Orygen.
- Manage and resolve complex employee relations issues. Conduct 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. Partner with the legal support as needed.
- Provide day-to-day performance management guidance to people managers (coaching, counseling, career development, disciplinary actions) driving positive changes in the management of people and performance.
- Contribute to policy development and implementation in relation to industrial and employee relations matters.
- Review and strengthen Orygen’s Benefits offering.
- Ensure effective delivery and take up of the Employee Assistance Program.

**Budget**
- Ensure expenditure is in line with budget parameters and spend delivers on agreed strategy and operational initiatives.

**Reporting**
- Development and delivery to statutory reporting requirements.
- Monthly snapshot reporting to the executive and board reporting in line with the reporting schedules.

**Learning and Development**
- Working with the Organisational Development Manager support development of learning and training strategies to address development needs.
- As required deliver learning and development strategies to the organisation.

5. **SELECTION CRITERIA**

The following criteria must be met for consideration for this position:

5.1 **Essential**
- Tertiary qualifications in Human Resources, Business or relevant discipline.
- Extensive experience in a Human Resources Manager or Lead Human Resources Business partner capacity across the full employee lifecycle with strong experience partnering with senior managers.
- Demonstrated experience leading and developing a high performing team.
- Ability to lead and drive innovation.
- Ability to achieve desired outcomes in an environment of competing priorities and objectives.
• Strong relationship building and stakeholder management skills at all levels of the organisation including senior leadership.
• Experience in supporting complex organisational change management processes.
• Exceptional verbal and written communication skills.

5.2 Desirable
• Experience working within health, not for profit or similar would be beneficial.

6. SPECIAL REQUIREMENTS
• Unrestricted right to live and work in Australia
• A current National Police Check will be required.
• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name: 

Signature: 

Date: 