



POSITION DESCRIPTION

SENIOR BUSINESS PARTNER, PEOPLE AND CULTURE

Location:	Parkville
Division:	People and Culture
Salary range	\$95,684 - \$110,949 per annum commensurate with skills and experience
Employment Type:	Full-time, fixed term position available until 30 June 2022
Position reports to:	Associate Director, People and Culture

1. POSITION SUMMARY

The Senior Business Partner will work proactively with the leadership and staff in designated client groups to ensure that the people needs of the business are met. They will assess and anticipate HR-related needs, and through collaborative partnerships across the organisation deliver value-added service to management and employees in line with our strategic direction. Key responsibilities will include, but not be limited to workforce planning, job design, Modern Award/EBA interpretation and application, recruitment and selection, employee relations, organisation structure and design and performance coaching and development.

2. POSITION CONTEXT

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. The Company has three Members: the Colonial Foundation, The University of Melbourne and Melbourne 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.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen.
- Orygen Youth Health, a tertiary clinical service that is operated by North West Mental Health, co-located with us at Parkville and Sunshine and whilst not under the governance of Orygen, works in close partnership with us.
- A training and development unit 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 policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

The People and Culture team provide human resource services and support for the Centre for Youth Mental Health and Orygen workforce – circa 400 staff in total. In addition, the function includes specialist teams providing leadership and support for Orygen's First Nations and Youth Engagement and Participation strategies.

The Senior Business Partner will operate as part of a small team and have line management responsibility for one Business Partner.

3. ABOUT ORYGEN

VISION: Young people to enjoy optimal mental health as they grow into adulthood.

MISSION: Reduce the impact of mental ill-health on young people, their families and society.

VALUES: Respect, Accountability, Excellence, Innovation, Teamwork

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people. Working side-by-side with young people, our partners and one another, we're redefining what's possible in global research, policy, education and clinical care. Find out more on our [website](#).

4. KEY RESPONSIBILITIES/OUTCOMES

The Senior Business Partner's key responsibilities will be:

- Working within a business partnership model, provide professional business-focussed advice, support and guidance to designated client groups.
- Develop and maintain positive and effective partnering relationships with leaders and their people to identify implications of strategic and business plans and respond to trends, emerging business issues and needs.
- Facilitate effective workforce planning to identify capacity and capability of the business to deliver its objectives.
- Lead, support and participate in the recruitment of key talent for the designated client group.
- Identify new opportunities for people and culture to add value to the business and to support effective implementation of strategies, policies and procedures.
- Provide strategic and operational advice on the interpretation and application of relevant employment legislation, EBAs, Modern Awards and human resource policies and procedures.
- Assist with developing and delivering learning and training strategies to meet developmental needs.
- Lead and support key organisational change projects as required, modelling change management good practice and mentoring colleagues to facilitate their development.
- Manage change processes, providing risk analysis to support this, constructively challenge decisions which are not in the best interest of the organisation.
- Contribute to, and lead as nominated, the development, implementation and review of human resource plans, policies, systems and projects.
- Assist with regular reporting and updates, particularly in relation to any key emerging issues or specific people cases.
- Collaborate with People and Culture colleagues to share good practice, ensure an integrated and consistent approach to the delivery of services and provide cover for colleagues as necessary.

5. SELECTION CRITERIA

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

5.1 Essential

- A relevant tertiary qualification in human resources management.
- Extensive experience in a similar senior business partner and leadership role in a complex organisation.

- Sound working knowledge of relevant state and federal industrial relations, the Modern Award framework and other employment related legislation.
- Demonstrated experience of developing and implementing progressive and effective recruitment and selection strategies.
- Highly developed oral and written communication skills with the ability and confidence to address complex and sensitive people issues across all levels of an organisation.
- Demonstrated experience of developing and maintaining positive and professional working relationships with a range of internal and external stakeholders.
- High level influencing and negotiating skills to steer decisions and actions to achieve a desired outcome.
- Ability to adapt, be open to new ideas, accept changes in priorities, recognise the merits of different options and change direction quickly.
- Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic and fast paced environment.
- Competent in the use of the Microsoft Office suite of applications and HRIS software.
- Be a strong team player with the flexibility to step up and provide support where needed.
- Display our core values and be supportive, empathetic, non-judgemental and discreet in all interactions with colleagues.

5.2 Desirable

- Previous experience working in a health or mental health organisation.
- Solid experience of working with the HPSS and SCHADS Modern Awards.

6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current National Police Check will be required.
- A current valid Working with Children Check is required.
- Occasional travel to other Orygen workplaces may be required
- Occasional out of hours work may be required.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Orygen's Occupational Health and Safety policy.
- All Orygen employees are required to familiarise themselves with the organisation's policies and procedures and to adhere to them at all times.
- In line with current Government guidelines, this position will be based at home initially. As such a reliable internet connection will be required.