

## Position Description

POSITION DETAILS	
<b>Position Title</b>	People & Culture Business Partner
<b>Position Classification</b>	Band 4
<b>Department &amp; Business Unit</b>	Corporate Services, People & Culture
<b>Manager</b>	People & Culture Manager
<b>Organisational Context</b>	<p>RSPCA Victoria is a non-government, community-based, not-for-profit organisation whose vision is 'ending cruelty to all animals'. We are Victoria's best-known and most respected animal welfare organisation.</p> <p>Our organisation's purpose is, with the community, to achieve outstanding animal welfare through education, advocacy, and animal care and protection. RSPCA Victoria's values – clarity and accountability, respect and consideration, and expertise and collaboration – set clear expectations for all our staff and volunteers as they work together, and with the community.</p>
<b>Position Purpose</b>	The People & Culture Business Partner is responsible for providing support to the organisation, employees, volunteers and people leaders in identifying and implementing people strategies, initiatives and solutions that have a meaningful impact on employee and volunteer performance, engagement, retention and effectiveness.

POSITION RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Develop and execute people strategies in partnership with senior leaders that elevate employee performance, engagement, and organisational effectiveness.</li> <li>• Provide expert guidance and coaching to employees, volunteers, and leaders on all People &amp; Culture matters, ensuring adherence to RSPCA Victoria's policies, procedures, and relevant legal frameworks.</li> <li>• Manage employee relations issues, including conflict resolution, performance management, and investigations, working with people leaders to achieve successful outcomes.</li> <li>• Proactively monitor and interpret changes in employment legislation. Develop and deliver engaging educational programs and resources to ensure the organisation remains compliant and leaders are well-informed. Present legislative updates and their implications to the Senior Leadership Team and facilitate workshops for people leaders to build their knowledge and understanding of legal requirements.</li> <li>• Provide expert support in managing employee recruitment and selection processes including refining position descriptions/role profiles and participating in the selection of leadership and critical roles.</li> <li>• Actively contribute to the development, implementation, and ongoing review of robust and effective People &amp; Culture policies and procedures. Ensure these policies are consistently aligned with the organisation's strategic business objectives and comply with all relevant employment legislation.</li> <li>• Contribute to the management and implementation of projects and continuous improvement initiatives in accordance with the People &amp; Culture business plan.</li> <li>• Collaborate closely with the People and Culture manager in the development, review, and implementation of the overarching people strategy. Ensure that all initiatives are aligned with the organisation's strategic goals and contribute to a high-performing and engaged workforce.</li> <li>• Proactively cultivate a positive and inclusive work environment through effective communication and</li> </ul>	



collaboration across departments, consistently demonstrating behaviour that reflects RSPCA Victoria's values and policies.

- Take reasonable care for the safety of oneself and others, whilst contributing to safe work practices at RSPCA Victoria by knowing and complying with all WH&S policies and procedures.

POSITION CAPABILITIES		
Capability	Level	Description
<b>People Leadership</b>	<b>Direction &amp; Support</b>	Is approachable, listens and effectively communicates and collaborates, enabling the team to achieve tasks and responsibilities.
<b>Activity &amp; Results Focus</b>	<b>Results &amp; Initiative</b>	Brings plans to life and ensures goals are met or exceeded where possible.
<b>Knowledge &amp; Communication</b>	<b>Adds Clarity</b>	Provides personal expertise and relevant information to enable sound evidence-based decision making.
<b>Relationships</b>	<b>Builds &amp; Maintains</b>	Build and maintain positive relationships across RSPCA Victoria, with a focus on achieving organisational goals.
<b>Personal Leadership</b>	<b>Walks the Talk</b>	Role models RSPCA Victoria's values, self-aware, seeks feedback and is open to new ideas and opportunities.
<b>Technical</b>	<b>People &amp; Culture</b>	Thorough understanding of People & Culture related legislation and practices, including the ability to apply this knowledge in a way that drives employee and volunteer performance, engagement and effectiveness in accordance with organisational objectives.
	<b>Relationship Management</b>	Ability to build and foster trusting relationships with employees and people leaders across the organisation, enabling the Human Resources team to positively influence outcomes for our people.

POSITION REQUIREMENTS	
<b>Required</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent in Business/Human Resources Management or relevant industry experience.</li> <li>• Demonstrated ability to build and maintain strong relationships with key stakeholders across the organisation, including senior leaders.</li> <li>• Skilled in influencing and gaining buy-in for P&amp;C initiatives, even in challenging situations.</li> <li>• Extensive knowledge of employee related legislation and practices.</li> <li>• High level literacy, numeracy and problem-solving skills, including intermediate computer skills (including use of Microsoft Office Excel and PowerPoint).</li> <li>• Ability to work in a fast paced and challenging work environment.</li> <li>• Demonstrated experience working collaboratively in a team environment.</li> </ul>
<b>Recruitment Requirements</b>	<ul style="list-style-type: none"> <li>• National Police Check</li> <li>• Valid Working with Children Check</li> <li>• Valid driver's license</li> </ul>

