

Position description

Title:	People and Culture Business Partner
Branch/Department:	Business Services – People & Culture
Status:	Full Time or Part Time (negotiable)
Location:	Belgrave with travel along the rail corridor required
Reports to:	People & Culture Manager
Direct Reports:	Nil
Hours/Days of Work:	Monday to Friday 9.00 to 5.00pm usually – some requirement to work evenings or weekends by negotiation
Requirements:	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and participation in periodic checks Completed a National Transport Commission Category 3 Health Assessment Medical Mobile phone provided

Job Purpose

The People & Culture Business Partner works closely with all employees & leaders to foster positive workplace relationships & culture, enhance employee career paths & retention, and recruit & onboard new talent.

This is a people champion position, and is responsible and accountable for, recruitment, employee onboarding and employee relations – the full employee lifecycle. The position supports Branch Managers by providing a conduit between Operations and People & Culture.

Key Duties & Responsibilities

- Triage employee relations inquiries, referring complex and/or sensitive matters to the People & Culture Manager
- Guide and coach managers to take ownership of people matters with consideration of best practice, legal obligations and ethical standards
- Support and manage talent attraction programs actively working with managers in end-to-end recruitment, selection and onboarding processes
- Prepare & manage employee related documents, including position descriptions, employment contracts, file management & database management
- Support and organise workforce wellbeing programs
- Manage employee exit process including departure interviews
- Participate and lead in diversity and inclusion initiatives including work involved in but not limited to the Gender Equality Action Plan (GEAP)
- Support identification of employee learning & development opportunities
- Manage data collection & reporting as required
- Research, and remain up to date with, employee relations legislation, workplace wellbeing and contemporary people management methods and techniques
- Lead or participate in People and Culture related projects including but not limited to engagement survey response plans, investigations, remuneration framework development, wellbeing initiatives
- Provide support and backup to other members of the People and Culture team as required



General responsibilities

- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with organisation values and adhere to all organisation values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies

- Excellent verbal & written communication skills, with the ability to communicate with all levels of the organisation
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to act with integrity, professionalism, and confidentiality
- Proficient with Microsoft Office Suite

Qualifications & Experience Required

- Human Resource qualifications or demonstrated experience in generalist people management, recruitment, or similar work
- Project management experience and skills considered favourably
- Familiarity with Fair Work Act and employee relations legislation
- Payroll experience considered favourable – particularly Employment Hero
- Familiarity with Child Safety
- Familiarity with Volunteering
- Experience working with government or not for profit entities considered favourably
- HR/People Management Platform experience considered favourably
- First Aid and Mental Health First Aid considered favourably

Key Relationships

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations, such as training providers

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.



- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekends and public holiday work will be required on a rostered and negotiated basis
- As Puffing Billy Railway's peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safety and Wellbeing Policy and Child Safety and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name:		Employee Signature:		Date:	
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Approved By:	Stefanie Straub	Date:	November 2022
Last Updated By:	Elizabeth Oxworth	Date:	November 2022



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!