



# Archdiocese of Hobart

## Position Description, People & Culture Business Partner

Program:	People & Culture
Location:	35 Tower Road, New Town
Reports To:	Director People and Culture
Approved by:	Executive Director - Administration and Finance
Version:	March 2024
Award	Non-Award
Full-Time	1 FTE
Clearances Required	Registration to Work with Vulnerable People (Tasmania); National Police Criminal History Check

### Context

The Archdiocese of Hobart ('the Archdiocese') is the expression of the Catholic Church in Tasmania. The Church Office is managed by the Executive Director – Administration and Finance (Executive Director) and administers corporate services to parishes and Archdiocesan agencies such as CatholicCare Tasmania, Centacare Evolve Housing, St Joseph Affordable Homes, and Catholic Development Fund. Corporate support includes Financial Services, Property and Fleet Management, Marketing and Communications, ICT, Compliance, Safeguarding, Risk, and People and Culture.

The Executive Director reports directly to the Archbishop of the Archdiocese of Hobart within the Catholic Church in Tasmania. The responsibilities of the Office of the Executive Director are to administer the temporal goods of the Archdiocese, under the authority of the Archbishop, per the plan of the Diocesan Finance Council, and to give the Diocesan Finance Council an annual account of income and expenditure.

### Mission and Identity

- Ensure that our mission, vision and values are at the centre of service delivery and practice.
- Promote and support the Archbishop's Pastoral Plan, Archbishop's Charter for CatholicCare and Catholic Social Teaching across all levels of the organisation.

### Our Values

Our values are informed by Catholic Social Teaching which provides a rich treasure of wisdom about building a just society and living our lives amidst the challenges of modern society:

- Respect for the life and dignity of every human person as created by God.
- Promotion of the family as the fundamental cell of society.
- Compassion and service.
- Mercy, the love of self and love of neighbour.
- Solidarity and fraternity in pursuit of the Common Good.
- Preference for the poor and the vulnerable.
- The dignity of work and the rights of the worker.
- Stewardship and care for God's Creation.
- Honesty, integrity, and faithfulness.

The Archdiocese requires the highest level of ethical and moral practice. Adherence to the Archdiocese's Safeguarding Children and Vulnerable Adults Principles and Safe Communities Policy are mandatory for each

worker and are issued to each worker at commencement. All workers must be committed to upholding the guidelines and policy to ensure that unsafe practices in these areas are minimised if not eliminated.

### Primary Objectives

The People and Culture (P&C) Business Partner reports to the Director of People and Culture. The P&C Business Partner, under broad direction, provides a high-level People and Culture support service, mentorship and consultancy to senior management, supervisors, and employees on a broad range of all aspects of human resources.

This role has a P&C generalist focus on managing all aspects of P&C including policy development, recruitment and selection, learning and development, industrial relations and employee relations, performance management, remuneration, risk management, and P&C reporting.

This role will also be a primary contact for all employees, as required for employment or contract-related queries.

### Position Context

#### Key Responsibilities

- Adherence to all Archdiocesan policies.
- Ensuring services reflect the mission, vision, and values outlined in the Archbishop's Charter.
- Provide timely day-to-day P&C advice, support, and consultancy to managers and employees in workforce planning, job design, recruitment and on-boarding, employee relations, industrial relations, learning & development, performance management, remuneration, conflict resolution, and off-boarding.
- Support executives, management, and employees in the interpretation and adherence to the appropriate industrial agreements.
- Provide advice, coaching, feedback, and support to the executive and management to effectively manage the performance and development needs of the workforce. This may include providing advice or attendance in performance management meetings with employees and/or paired with appropriate performance and development plans.
- Facilitation of the workers' compensation system including return to work and injury management; working with the employee's manager, the insurer, the rehabilitation team, and medical professionals to ensure consistent and supportive care for injured workers.
- Ensure the quality and compliance of P&C documentation with appropriate storage.
- Contribute to the establishment and maintenance of an electronic HR Information System.
- Perform monthly workforce reporting to the Director P&C and Executive Management as required including Strategic Projects.
- Assist the Director P&C to identify, establish, improve, and maintain processes for the P&C team to ensure compliance with all relevant legislation.
- Model and demonstrate constructive working relationships and information exchange across the organisation.
- Support and work collaboratively across the P&C team, including coverage for leave and high workload periods.
- Exercise good judgment to advise on complex and/or sensitive people issues consistent with established legislation, principles, and guidelines.
- Other duties consistent with the position where required and/or requested by the Director P&C.

#### Risk and Work Health & Safety:

The Archdiocese is committed to ensuring that our operations at all Agencies are conducted with proper regard for the health, safety, and well-being of all.

You are required to observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task, or person-specific or related to safety.

All employees of the Archdiocese of Hobart will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

The Archdiocese of Hobart expects all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees, and visitors.

#### Key Communications Linkages:

- Director People & Culture and peers in the People & Culture team.
- Senior Managers of the Archdiocese of Hobart including Executive Director – Administration and Finance.
- Executives of CatholicCare Tasmania including the Chief Executive Officer and all Executive Managers.
- Executives of Centrecare Evolve Housing Tasmania including the Chief Executive Officer and all Executive Managers.
- Executives of St Joseph's Affordable Housing Tasmania including the Chief Executive Officer and all Executive Managers.
- All members of the Archdiocesan of Hobart Corporate Services Team.
- All employees of CatholicCare Tasmania and the Archdiocese of Hobart.
- Clergy of Archdiocesan parishes and their employees.
- External stakeholders.

#### Knowledge, Experience and Qualifications

- Tertiary qualifications (Bachelor level or higher) in Human Resources Management, Law, Business Administration, or relevant work experience
- Demonstrated 4 years+ experience in high level human resource management and awareness across a range of generalist functions within an environment subject to pressure, ambiguity, and change.
- Demonstration of sound and broad understanding of relevant legislation, regulations, and contemporary human resource issues.
- Proven ability to maintain confidentiality and build trust to deal with sensitive and difficult situations in a diplomatic manner.
- Proven ability to diagnose HR issues and to recommend and deliver appropriate strategies and innovative solutions.
- Proven ability to work autonomously with minimal supervision and in a team environment to prioritise multiple tasks to meet conflicting deadlines.
- Excellent written and verbal communication skills, coupled with strong interpersonal, negotiation, and influencing skills.
- High-level understanding and/or ability to acquire an understanding of social issues relevant to social services at a national, state, and local level.
- A current driver's licence, National Police Criminal History Check, and current and valid registration to Work with Vulnerable People.

#### Key Attributes

- An appreciation of and a commitment to supporting the ethos, values and mission of the Archdiocese.
- Strong work ethic and commitment to service, a preparedness to be flexible with work hours and ability to perform and maintain a positive attitude under pressure.
- Excellent interpersonal communication skills (verbal and written) as well as sound facilitation skills.
- Ability to work independently and collaboratively.
- High degree of personal integrity, an ability to operate with discretion and maintain strict confidentiality.
- A personal sense of warmth and welcoming.