



POSITION DESCRIPTION

Position Title	People & Culture Business Partner
Directorate:	CEO Office
Program	People and Culture
Award/Agreement	Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016
Classification	Level 6
Reports to	People & Culture Manager
Direct reports	Nil
Employment Type	Full time
Tenure	Ongoing
Date of Review	13/09/2021

The Organisation
<p>Since 1984, Windana has helped thousands of people recover from the harmful effects of drugs and alcohol and make meaningful change to lead healthy and fulfilling lives.</p> <p>Windana provides holistic, evidence-based services tailored to each person's unique situation, wherever they may be on their recovery journey. These include residential withdrawal services, residential rehabilitation and a suite of community-based services.</p> <p>We work in and across sectors to improve and refine treatment services and increase community understanding to eliminate the stigma around drug and alcohol dependence, treatment and recovery.</p> <p>Our Mission Helping people to rebuild their lives.</p> <p>Our Principles</p> <ul style="list-style-type: none"> • We believe that people can rebuild their lives. • We reduce the harms associated with alcohol and drug use in our communities. • We value individuality, and help people use their strengths and aspirations to guide their journey with Windana. • We embrace diversity in all its forms. • We acknowledge that the land on which we live and work is, was and always will be Aboriginal Land, and pay our respects to the traditional elders, past, present and emerging. • Our relationships are authentic, honest, and respectful. • We are a learning and knowledge-sharing organisation.
Program Information
<p>People & Culture</p> <p>The People and Culture team enables the Windana service delivery team to deliver a high quality service to clients. We provide high level advice to Windana employees across the full employment lifecycle with a view</p>

to continuously improve on the employee experience and quality improvement. We partner with managers to enable them to build strong teams. We have responsibility for recruitment and selection, onboarding, job evaluation, learning and development, employee relations, safety and engagement, and quality compliance and accreditation.

Position Objective

A strong P&C function partnering with leaders is crucial at Windana so that we develop the best AOD workforce that delivers service excellence. Success in this role will ensure that we build strong leadership and team dynamics with the ability to deliver on strategic goals and positive outcomes for clients so they can rebuild their lives. The People & Culture Business Partner will work collaboratively with the People & Culture team, managers, and the broader leadership team to deliver against development priorities in support of our organisation's goals.

Position Responsibilities

Working collaboratively with the People & Culture team and partnering with the whole organisation, the P&C Business Partner is responsible for the following areas

- **Business Partnering**
 - Partner proactively with managers to enable them to build strong teams and respond appropriately to people issues
 - Conduct regular one-on-one meetings with Executives & Managers (and other line managers as required)
 - Provide day-to-day performance management guidance to line management (e.g., coaching, career development, disciplinary actions)
 - Provides guidance and input on organisational change, workforce planning and succession planning
- **Project and Change Management**
 - Work closely with P&C Manager and Executives to develop a consistent approach to strategic Organisation and People and Culture plans
 - Partner with People & Culture and leadership teams to understand organisational development needs for the business, developing targeted initiatives
 - Analyse trends in partnership with broader P&C team and management to develop solutions, programs, and policies.
- **Coaching & Leadership Development**
 - Identify and conduct individual executive coaching needs
 - Work collaboratively with the OD & Learning Partner to coach managers and build leadership capability and management skills
 - Work closely with management to improve work relationships, team dynamics increase engagement, productivity and retention
 - Advise and coach managers to develop and grow their teams
- **Employee Relations**
 - Maintains knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance. Partner with lawyers as needed/required
 - Manages and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations
 - Provides HR policy guidance and interpretation
- **Employee Experience**
 - Work collaboratively with the P&C team and managers to introduce change and a mindset that enhances employee experience
 - Provide guidance to the P&C Advisor to ensure a positive employee experience at Windana

Key Working Relationships	
Internal:	External:
Employees, Managers	Return to Work insurer(s)
People & Culture Advisor/s	Employment Lawyers
People & Culture Manager	
Communication & Partnership team	
Executive Directors	
Selection Criteria	
<ol style="list-style-type: none"> 1. A bachelor's degree in human resources management and/or Organisational Psychology 2. Minimum 2 years' experience in business partnering role 3. Demonstrated success actively engaging and influence stakeholders at all levels 4. Experience and/or understanding of the challenges and highlights associated with working in AOD, health or community sector. 5. A conceptual thinker with the ability to develop initiatives that deliver strategic objectives 6. Demonstrated success coaching and leadership development 7. A well-seasoned communicator and able to present in appropriate style for all audiences 8. Demonstrated experience building and maintaining relationships across the organisation 9. Success in resolving employee relations issues 10. Strong knowledge of MS Office Suite, particularly Word, Excel and Outlook 11. Commitment to work in alignment with the principles of Windana 	
Additional Requirements	
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a valid Working with Children Check for this position; a police check will be administered for preferred candidates. • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Windana clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Windana in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Windana • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Windana management. Windana is committed to child safety and is a Child Safe organisation • Be aware of and comply with the Windana Code of Ethics and Practice • A current Victorian Driver's license • Have valid working rights to work in Australia 	
General Information	
<ul style="list-style-type: none"> • Employment terms and conditions are provided in accordance with the Windana Drug and Alcohol Recovery Inc. Enterprise Agreement 2016 • All positions at Windana are subject to on-going government funding. • Remuneration Packaging is available in accordance with current legislation. 	

- Windana is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- Under the Accident Compensation Act, it is the applicant's duty to advise Windana of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement the employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Windana reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Redeployment to other services or sites within Windana may be required

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name:

Employee Signature:

Date: