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|  | **People, Culture & Safety Business Partner** |
| **Team:** | People, Culture & Safety |
| **Org unit:** | People, Culture & Safety |
| **Reporting manager:** | Chief People Officer |
| **Industrial coverage:** | Non-Award |
| **Position number:** | NEW |
| **ANZSCO code:** | 2231 |
| **Aon code:** | Aon.HRS.50006.4 |
| **Approval status** | Approved |
| **Date reviewed:** | 7th January 2025 |

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**Organisation purpose**

Purpose : A different brilliant® - understanding, engaging and celebrating the

strengths, aspirations and interests of people on the autism spectrum.

Vision : To provide the best opportunities for people on the autism spectrum.

Mission : We work with people of all ages on the autism spectrum, delivering

evidence-informed solutions that are person-centered, family-focused, and customer-driven.

Values : We are passionate about people, about being positive, and about

what’s possible.

**Portfolio and Team purpose**

The People, Culture and Safety (PCS) team work with Aspect’s business units to ensure a positive, safe and rewarding employee experience for all Aspect employees.

**Position purpose**

This role partners with Aspect’s Education leaders to provide expertise on a broad range of People, Culture and Safety matters. Aspect are leaders in autism education for children. We provide dynamic, individualised learning for students on the autism spectrum in nine schools with a tenth opening in February 2025. Aspect also works at over 40 satellite schools.

**Key accountabilities**

**Business Partnership**

* Build strong relationships with managers and employees to understand their people needs and provide proactive support.
* Collaborate with managers to develop and implement People, Culture and Safety strategies that align with business objectives.
* Support line managers to address and lead organisational, people, and change-related matters.
* Provide PCS expertise and advice to support business decision-making.
* Participate in regular team meetings with Education leadership team.

**Employee Relations**

* Support and guide Principals/Managers on how to address day-to-day performance management matters (misconduct, grievances & complaints, underperformance, engagement etc) within their teams and enable them to take responsibility for empowering their teams and holding them accountable.
* Guide and assist Principals/Managers on following due process and Aspect policies and procedures when addressing performance management and misconduct matters, to mitigate risks of non-compliance with legislative requirements.
* Work together with management and employees to solve conflict and help facilitate positive employee relations, maintain a good working environment, build morale, and increase retention.
* Support managers in planning for performance reviews and goal setting.
* Provide guidance on performance improvement plans and coaching.
* Ensure compliance with employment legislation, industrial awards, and enterprise agreements in collaboration with the Workplace Relations Manager.

**Talent Acquisition and Workforce Strategy**

* Develop workforce plans, underpinned by data analysis and feedback gained from Principals and leaders, for each Aspect school.
* Support the Talent Acquisition Consultant to develop and implement effective talent acquisition strategies to attract and hire top talent.

**Organisational Development**

* Partner with the Education Learning and Leadership team to implement strategies to develop workforce capability, ensure appropriate training and development, develop career & succession plans and improve engagement and retention.
* Attend and actively contribute to School Case Management meetings, including collaborating with leadership team members and Education leaders to implement relevant actions.
* Monitor and report on diversity, equity and inclusion initiatives at schools and activity.

**Safety and Wellbeing**

* Assist injured workers and Principals/Managers at schools with return to work obligations for work and non-work related injuries.
* Assist Aspect’s Manager, Safety and Wellbeing with implementing safety and wellbeing initiatives.

**Continuous Improvement**

* Identity and recommend improvements relating to PCS policies and processes, to increase operational efficiencies whilst meeting legislative requirements and adopting industry best practice.
* Provide expert guidance on the implementation of PCS policies and procedures and monitor mandatory compliance requirements (probity checks, training) supporting managers to address non-compliance.
* Assist with PCS projects, such as policy development, process improvement, and workforce system implementation.

**Team culture and development**

* Contribute to and promote a team culture of continuous improvement and high performance.

**Safeguarding the people we support**

* Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:
* follow safeguarding guidelines as outlined in Aspect’s Safeguarding the People We Support Policy and Code of Conduct.
* complete mandatory Code of Conduct training and implement into day to day operations and practice.
* be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
* escalate/report other staff practices which deviate from policy/procedure.

**Work health and safety**

All staff are required to:

* take reasonable care for their own health and safety.
* comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
* report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
* participate in the staff consultation process about work health & safety matters.
* understand and adhere to Aspect’s Code of Conduct.

**Essential requirements**

* A commitment to our organisational Values and Code of Conduct.
* Bachelor’s Degree in Human Resources.
* 5+ years experience in a Business Partner generalist role.
* Previous experience in an Education (school) environment (desirable).
* A collaborative approach with a passion for fostering a positive and productive work environment.
* Demonstrated expertise in employee relations, with a proven track record of managing ER issues.
* Sound experience across the functions of recruitment, OD, performance management, and injury management.
* Excellent interpersonal and communication skills, with the ability to build effective relationships at all levels.
* Willingness to travel intra and interstate to visit and work at schools.

Willingness to complete/undertake:

* Completion of NDIS Worker Orientation Module
* NDIS Worker Clearance
* Working with Children Check clearance (NSW)
* National Police Clearance