

Position Title: *Human Resources Business Partner (HRBP)*
Department: *Human Resources*
Reports to: *Head of Human Resources*
Direct Reports: *TBC*
Touring: *No*
Date: *April 2021*

Summary

The Human Resources Business Partner (HRBP) is responsible for delivering of timely and accurate human resources generalist services across the diverse teams of The Australian Ballet and Orchestra Victoria.

Reporting to the Head of Human Resources, this hands-on generalist role encompasses the full range of HR lifecycle activities including recruitment and selection, onboarding, performance and reward, industrial and employee relations, talent development and learning.

Our Company

The Australian Ballet is one of the world's leading national ballet companies and a globally recognised Australian major performing arts organisation. Each year the company presents upwards of 220 performances through its main stage seasons in Melbourne, Sydney, Brisbane, Adelaide and Perth; along with public programs, special events, an extensive regional tour, a Children's Ballet and Education programs and regular overseas tours.

Orchestra Victoria (OV), provides pit services for ballet and opera in Victoria, and is a wholly owned subsidiary of The Australian Ballet. The Australian Ballet and Orchestra Victoria have an annual turnover of more than \$70 million and employ over 265 staff.

Our Values

We are exceptional In our art we strive to inspire, transform and to connect emotionally with our audiences. Beauty, athleticism, technical excellence and strength are hallmarks of our aesthetic.

We are ambitious We know where we are going. We believe in our ability to make things happen and to reach for the stars. We're disciplined and don't give up. We do things today.

We are innovators Creativity powers our company. We value knowledge, experience, open-mindedness, fresh thinking and passion on and off the stage.

We are proudly Australian Our company joyfully reflects the rich diversity of our nation, speaking to all Australians, and about Australia, to the world.

We are one team We work as one team towards common goals across the entire organisation, wherever we are and whatever we do. We are friendly, trusting in our relationships, always open to the other point of view, and willing to have courageous conversations.

We are sustainable We recognise the importance of diverse and growing income streams, and our dependence on state-of-the-art facilities and systems. We emphasise analysis, critical thinking, and careful planning in all our work.

Duties and Responsibilities

Recruitment, Selection and On Boarding

- Assist in preparing information for placement of job ads including review and development of position descriptions, selection criteria, scheduling and recruitment timelines
- Conduct interviews and support Managers by coaching for effective interviewing skills
- Ensure recruitment and selection processes are implemented in accordance with Company policy and procedures
- Coordinate the recruitment and induction process of all new employees
- Provide guidance on on-boarding activities to ensure an efficient and timely induction and the best possible candidate experience
- Responsible for new starter announcements and welcoming new employees on behalf of HR

Records management and administration

- Prepare employment contracts and letters of offer for all employees including casual, parttime, seasonal and full-time hires in accordance with relevant legislation, Awards and/or EBAs
- Ensure all hiring documentation is prepared, distributed, received, filed and communicated appropriately to relevant departments
- Onboard/hire new employees in all relevant systems including the HRMS
- Assist managers in preparation of all Position descriptions for employees ensuring all roles have an up to date and relevant profile
- Manage the flow of all payroll related information and inputs to Finance in a timely manner and with a high level of accuracy
- Maintain up to date organisational charts – ensure all charts are up to date with any employee movements and are updated on relevant internal communications platforms (eg Peggy)
- Maintain up to date tracking and monitoring spreadsheets for the purpose of reporting and communication to Senior Leadership
- Manage annual HR processes, including but not limited to appropriate workplace behaviour declaration, annual performance review process, service awards, and other such processes where support where liaison is required with employees and management, in addition to reporting for tracking to completion is required
- Ownership and accountability for HR inbox management ensuring prompt action and follow up occurs

OHS and workers compensation

- Manage WorkCover claims in accordance with statutory regulations
- Liaise with managers and medical staff in respect to WorkCover claims
- Assist medical staff with OHS matters relating to dancer health
- Manage the administration of all components of the non-dancer employees' work-related illness, injury and return to work
- Manage the relationship with insurers to ensure best practice approach to claims and premium management
- Undertake and document the OHS risk assessment of each production, in consultation with the relevant departments
- Coordinate, undertake (where appropriate) and document all other OHS risk assessments throughout the organization
- Support Building Services to ensure compliance with regards to First Aid and Fire Warden representatives, training and communication

Talent development and learning

- Provide advice to employees and line managers on appropriate training/learning activities to support in their development
- Provide guidance/policy interpretation and oversee the approval process where training funding may be applied for – ie Dancers Further Education Fund, Education Assistance

HR Generalist Activities

- Provide advice and point of reference to managers and staff to ensure legislative compliance
- Provide advice and support on EBA, Award and policy interpretation
- Support line managers with employee relations issues as they arise, including grievance handling and dispute resolution procedures
- Conduct investigations relating to performance/disciplinary concerns, grievances or disputes in line with Company policies and procedures
- Awareness and understanding of EBA negotiation process and protocol
- Support employees as required with any HR related enquires or concerns
- Represent the HR team as required on projects, committees and other working groups
- Be the first point of contact for HR for all operational and day to day matters
- Oversight of
- Other tasks and responsibilities as required

Qualifications and experience

- Tertiary qualifications in Human Resource Management or related discipline
- At least 4 years' experience in prior generalist Human Resource roles
- Experienced in interpretation and application of legislation, regulations, Awards and Industrial Agreements
- Up-to-date knowledge of the Fair Work Act and other legislation affecting employees
- Strong policy interpretation knowledge
- Strong HR administration background, particularly in contract management, Workers Compensation, and payroll
- Exceptional organisational and administrative skills, including strong attention to detail and the ability to prioritise and control own workload
- Excellent communication and interpersonal skills, including interviewing, counselling, negotiating and report writing
- Demonstrated ability to effectively communicate with discretion and confidentiality
- Able to interact proactively with team members at all levels of the company in the resolution of HR issues

Attributes

To be successful in this role the Human Resources Business Partner should demonstrate the following skills, knowledge and personal qualities: -

- Outstanding communication skills – both verbal and written
- Ability to create strong business relationships at all levels - a 'true business partner' approach
- Hands on experience in complex, multi-functional work environments
- Ability to multitask and handle multiple conflicting priorities
- Thrives in a fast pace work environment
- Strong attention to detail
- The ability to deliver creative solutions with limited resources
- Emotional resilience