

POSITION DESCRIPTION

Falls Creek Resort Management Mission Statement

To deliver, for our users and stakeholders, an unparalleled and unique world-class all season's alpine village, renowned for being Australia's premier leisure, lifestyle, and adventure destination.

Position Title	Senior People & Culture Business Partner
Position Details	
Reporting to	Chief Executive Officer
In-Direct Reports	Chief Financial Officer, Office Administration & HR Co-ordinator
Liaises with internally	<ul style="list-style-type: none"> All FCARMB team members All Departments The RMB Board and leadership team members
Liaises with externally	<ul style="list-style-type: none"> Contractors and consultants Relevant Government Agencies Suppliers
Purpose of the Position	<p>This role supports the organisation in the areas of People and Culture. The position oversees the development and implementation of strategic workforce initiatives and drives operational efficiency and process improvements associated with the People and Culture function.</p> <p>The Senior People and Culture Business Partner provides advice to the Executive team and senior leaders on people and culture matters and any associated opportunities or challenges facing the organisation.</p>
Selection Criteria	
Essential Criteria	<ul style="list-style-type: none"> Degree in Human Resource Management, industrial relations or similar or demonstrated equivalent knowledge and experience Three years' experience in a similar role Ability to communicate and collaborate with a range of internal stakeholder groups Ability to operate autonomously and collaborate confidently at all levels in building relationships with the organisation's employees. Proven track record in Industrial and Employment Relations matters Ability to plan and deliver projects within specified time frames Sound knowledge and experience in contemporary P+C practices and strategies Excellent written and communications skills as well as highly developed interpersonal, coaching, negotiation and consultative skills Experience in designing and delivering targeted learning and development programs within an organisation Excellent analytical skills and proven ability to use data to implement P+C initiatives. Good judgement and decision-making skills
Desirable Criteria	<ul style="list-style-type: none"> Postgraduate qualification in a related field Mentoring and Coaching skills Local government or government agency work experience

Behaviours Required	<ol style="list-style-type: none"> 1. Teamwork 2. Process Driven 3. Honesty and Integrity 4. Solutions Driven 5. Customer Focused 	
Key Accountability Areas	Leadership & Organisational Development	<ul style="list-style-type: none"> • Contribute to developing strategies to support RMB being considered an employer of choice. • Contribute to developing opportunities to develop staff resilience through wellness initiatives, including: <ul style="list-style-type: none"> ○ Education programs ○ Social events to connect staff ○ Communication through multiple channels. • Oversee the development of consistency in P and C documents including: <ul style="list-style-type: none"> ○ Position descriptions ○ Policies and procedures ○ Staff updates and other communication
	Communication	<ul style="list-style-type: none"> • Consult with teams to establish training needs • Contribute to developing an overview of development opportunities for the year, including: <ul style="list-style-type: none"> ○ Online training (Go1 & Employment Hero) ○ Coaching • Delivering face-to-face training (inhouse/external providers) • Oversee induction programs
	Operational	<ul style="list-style-type: none"> • Manage the recruitment process to attract high-quality staff fit for organisational needs and culture. • Oversee the development and maintenance of consistent employment contracts that align with employment law requirements • Enterprise Agreement - prepare, consult and implement processes for negotiating new agreements (as required) and oversee the associated administration (pay rises, communication, consultation and meetings). • Oversee annual performance appraisal process, including staff briefings, process mapping and support for managers and staff. • Serve as a consultant with other managers advising on solutions to P+C/people management issues • Work with employees on complex, challenging or litigious P+C issues and, when required, escalate and brief the CEO on these matters. • Coordinate and supervise the work of specialists and support staff. • Plan and coordinate an organisation's workforce to best use employees' talents • Manage the RMB's OHS requirements and obligations • Contribute to developing a workforce plan that identifies the organisation's future workforce needs and manages implementation.

		<ul style="list-style-type: none"> • Support the development of an organisational succession plan and work with the Executive to implement it and ensure continuity of operation. • Develop People and Culture reports and briefings for the People, Culture and Remuneration Committee and other Government entities as required to meet compliance requirements.
	Customer / Stakeholder Relationships	<ul style="list-style-type: none"> • Maintain excellent customer service, communication and a respectful attitude to diversity to both internal and external customers
	Occupational Health & Safety	<ul style="list-style-type: none"> • Contribute to and maintain a positive, safe workplace by; <ul style="list-style-type: none"> ○ Being responsible for contributing to the operations of the Workplace Health and Safety frameworks, policies, and procedures. ○ Conducting workplace investigations ○ Collaborate with return to work and managing rehabilitation cases.
Organisational Values	Integrity	Consistent, trustworthy, and transparent in the way we do business
	Safety First	Our concern for safety, health and the environment are paramount.
	Environmentally aware	Strives to protect and enhance Falls Creek's natural environment, our greatest asset
	Teamwork	Individual success comes from contribution to team efforts and commitment to team goals.
	Respect for people	Displays mutual understanding and respect for each other as teammates as well as for our guests

Tasks and Responsibilities

For the Workplace

- Adhere to Victorian Public Sector (VPS) values and integrity framework (incorporating the VPS code of conduct)
- Adhere to people and culture policies, including anti-discrimination, harassment and victimisation policies.
- Adhere to workplace health and safety policies and proactively contribute to maintaining a safe and clean work environment.
- Display a positive attitude and be an active member of the team.
- Operate under and observe all Falls Creek Resort Management Policies and Procedures.
- Participate in performance reviews and assist in the development of personal training, education and development programs, including KPIs and goals
- Attend and participate in all staff meetings and educational sessions as requested
- Treat others with respect
- Follow directions provided by CEO and Executive Leadership Team where authorised.
- High stakeholder and third-party service provider focus.

For the Job

- Implement and facilitate the achievement of outcomes in accordance with Falls Creek Resort Management practices, including financial/human resource delegations and relevant legislation on Occupational Safety & Health and Equal Opportunity.
- Use initiative, research, analytical and organisational skills, and interpersonal and communication skills to achieve effective outcomes.

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Falls Creek Resort Management.

Name

Date

Signature