

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	ON-BOARDING & PROJECTS BUSINESS PARTNER		
Position reports to: (role)	Manager, Onboarding & Projects			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The On-Boarding & Projects Business Partner is dedicated to supporting and building effective relationships with managers and employees to deliver the outcomes within the Institute’s People Strategy as well as ensuring that the Institute’s Recruitment and On-Boarding processes and practices are optimal in terms of effectiveness, efficiency and compliance. The role is responsible for supporting and coordinating numerous projects including the procurement and deployment of new technology to support People & Culture core deliverables and supporting the transition of the Institute to its new research facility at Perth Children’s Hospital, including the delivery of high quality staff training and induction.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured
		<ul style="list-style-type: none"> Support the implementation of recruitment, selection and onboarding that are aligned with Institute requirements and which utilise processes and practices that are effective, efficient and make best use of current technology. Coach Managers and staff on improved recruitment and onboarding practices. 	<ul style="list-style-type: none"> The Institute’s recruitment, selection and onboarding practices are high quality, contemporary and align with organisational requirements and technology capabilities. High quality, timely and consistent 	<ul style="list-style-type: none"> Feedback from internal stakeholders including Director Corporate Services and ILT. Successful development and application of recruitment,

<p>Business Partnering / Development</p>	<p>60%</p>	<ul style="list-style-type: none"> ● Partner with and support managers to ensure the delivery of consistent recruitment, selection, immigration and onboarding practices across the Institute including sitting on and managing selection panels. ● Facilitate and provide high quality training and development initiatives to the organisation (including recruitment and onboarding initiatives). ● Present to and train staff and managers to build capacity to improve recruitment and onboarding capabilities. ● Collaborates with employees, managers to develop and implement improved recruitment, onboarding and people requirements. ● Works with the broader team to ensure that immigration and visa practices are effective, efficient, timely and compliant with relevant legislation and government policies. ● Work with the Manager, Onboarding & Projects as well as internal and external partners to ensure strategic recruitment is carried out effectively and in a timely manner. ● Supports the development and implementation of HR analytics and reporting. ● Oversee and manage relationships with internal and external stakeholders. ● Work across teams to ensure the smooth transition of the move to the Institute's new research facility at Perth Children's Hospital and the effective onboarding of staff, honoraries students and visitors into the new working environment. ● Works closely with the Manager, Onboarding and Projects and other managers within the team to design, develop and implement strategies, projects and initiatives in line with the Institute's People Strategy. ● Supports and works with the Onboarding and Recruitment team to ensure that BAU activities are completed in an effective and timely manner. ● Conduct and complete day to day operational activities such as contract renewal arrangements, negotiations, onboarding activities, inductions and immigration activities. ● Ensure the needs of the Institute are met through clear and effective processes and guidelines. ● Support the development of and implement / present high level onboarding activities including end to end inductions and training. 	<p>professional advice provided to employees and managers.</p> <ul style="list-style-type: none"> ● Institute's recruitment process results in high quality and culturally aligned candidates being appointed to roles. ● Effective recruitment and onboarding of strategic appointments. ● Successful completion and implementation of cyclical reward processes. ● Support the ongoing growth and development of the Institute's culture in line with Institutional objectives. ● Managers are appropriately equipped and supported to build the capability of our people and optimise performance and behaviour. ● Strong and beneficial relationships with external suppliers. ● Appropriate People Policy created and implemented. ● Engaged team imbedding project related needs. 	<p>selection and onboarding initiatives.</p> <ul style="list-style-type: none"> ● High quality recruitment and onboarding function, processes and systems. ● Recruitment and retention of high performers and key talent. ● Compliant immigration workflows and requirements. ● Easy to use HR systems, processes and guidelines.
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Projects	30%	<ul style="list-style-type: none"> Partner with the Manager, Onboarding and Projects and the organisation to design, develop and implement people related projects. Support the implementation of effective and efficient eRecruitment and onboarding systems to ensure optimal use of technology and Institute requirements are met. Promote improved recruitment and onboarding practices across the Institute in line with best practice and support employees as Managers in their training and development in this area. Ensure that all people related requirements pertaining to the transition to the Institute's new research facility at Perth Children's Hospital are effectively met. Support the implementation of an appropriate online Learning Management System (LMS), HRIS and other systems across the Institute which will aligned with strategic and operational requirements. 	<ul style="list-style-type: none"> Effective people and organisational development initiatives which are in line with the Institute's Strategic Plan. Managers are equipped and supported to build the capability of our people. Effective collaboration, design and implementation of people related projects. Projects are delivered to a high quality, within budget and in a timely manner. 	<ul style="list-style-type: none"> Feedback from internal and external stakeholders including Director of Corporate Services. Optimal use of technology to support and enable the People Strategy Improved manager and people capability. Successful management of people related projects.
Leadership / Other	10%	<ul style="list-style-type: none"> Support the development of a high performing People & Culture function. Help build the capability and capacity of the People & Culture team and Managers / employees across the Institute. Oversee and develop effective working relationships with employees, Managers, IMT, ILT and external stakeholders. Support and back-up other Managers, Business Partners and Coordinators within the team as required. 	<ul style="list-style-type: none"> Increased effectiveness and efficiency within People & Culture team. Effective internal and external relationships are built and maintained. 	<ul style="list-style-type: none"> 360 degree feedback. Completion of performance reviews. Formal and informal feedback from stakeholders including ILT and IMT.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Bachelor degree in Human Resources or a related field (e.g. Psychology, Business) or equivalent experience.

Skills, Knowledge & Experience:

- Demonstrated skills, knowledge and experience in developing, managing and delivering high quality and contemporary recruitment, selection and onboarding in a large, multi-disciplinary organisation.
- Proven high level knowledge and experience in project management and delivery of required outcomes in accordance with specified timelines.
- Proven experience facilitating workshops and coaching Managers / staff.
- Proven experience in presenting to and training staff at all levels.
- Experience in the creation and maintenance of onboarding practices to meet organisational needs.
- Demonstrated high-level experience in building effective relationships with internal and external stakeholders.

	<ul style="list-style-type: none"> • Demonstrated ability to work effectively in day to operations and to think strategically. • Demonstrated high-level communication and interpersonal skills to deliver information to a broad range of stakeholders at all levels of the Institute: (e.g. researchers, clinicians, funding bodies, professional staff). • Demonstrated ability to be proactive, identify future needs of the internal and external stakeholders and develop appropriate solutions-focused responses. • Strong written and verbal communication up to board and executive level. • Demonstrated experience in contract negotiations and business process improvement. • Proven attention to detail and the ability to effectively handle multiple priorities and problem solve as required. • Experience in immigration and in developing analytics.
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DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Change management experience. • Experience implementing an eRecruitment system / LMS / HRM System. • Interest/background/prior experience in health, education and research.
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SCOPE:

Financial accountability: Does this role have accountability for a budget?

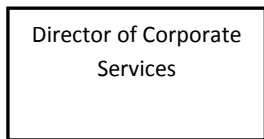
Yes

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	0	No. of indirect reports	2
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ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Immediate level of supervision



Other roles reporting to immediate supervisor

	Manager, People & Employee Relations	Manager, On-Boarding & Projects	Manager, Leadership & Organisational Development		
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Direct reports (role x no.)

	Payroll Business Partner	Business Partner, Onboarding & Projects	Business Partner, Recruitment & On-Boarding		
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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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