

Position description

Position title:	HR Business Partner
Employer:	Baker Heart and Diabetes Institute
Team:	Human Resources
Supervisor/Manager:	General Manager, Human Resources
Date:	January 2025

Background

The Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 98 years with our work critical to today's healthcare challenges.

The Baker Institute is well positioned to address these challenges, with multidisciplinary teams comprising medical specialists, scientists and public health experts all focused on translating laboratory findings into new approaches to prevention, treatment and care.

Headquartered in Melbourne, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 600 (including scientists, clinicians and students). Our senior staff represent us on a broad range of government advisory boards, from health and wellbeing to science and innovation. We also collaborate with leading international research groups as part of our commitment to assisting vulnerable communities around the world.

The Baker Institute is funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support.

Team

The HR team is integral to supporting the research agenda that forms the Baker Institute's mission. We provide customer-focused services across the full range of the HR spectrum (operational and transactional) to the Managers and Staff of the Baker Institute and AMREP AS (a Baker Institute subsidiary).

Nature of environment

The Baker Institute has a project-oriented environment, encompassing a local and multi-site (including interstate) organisational structure. The staff comprise mainly research, scientific and specialist clinical personnel engaged in the capacity of permanent, grant-specific and casual employment. The atmosphere is collegial, usually relaxed and informal though busy and often dynamic with frequent deadlines that must be met. The environment is often demanding and challenging with a strong team orientation but also provides the opportunity to work independently and show initiative. The nature of the work also requires a focus on accuracy and detail.

This position sits in the Human Resources team.

Position description

Key job requirements, responsibilities and duties

This role reports directly to the General Manager, Human Resources and liaises with key stakeholders to manage and deliver an effective and proactive HR business partnering solutions within the organisation to mitigate risks.

This involves:

- Providing mentorship, feedback and support to the HR operations team and as required, assists with contract generation and variations, secondment agreements, visa submissions, excess annual leave management and provides hands-on assistance to the Operations team during busy periods.
- Evaluating and reviewing position descriptions and providing advice and recommendations to People Leaders/Managers as required to ensure role clarity, level and remuneration. Ensuring like-for-like roles are paid equitably.
- Taking a business partnering approach to all HR initiatives at the implementation phase and working with the People Leaders/Managers to implement and support their teams, this includes presentations at Team/Group meetings.
- Collaborating with People Leaders/Managers in the development and delivery of workforce solutions, resourcing, and capability requirements in the management of the team and/or people/grievance matters.
- Providing quality, timely advice and coaching support to People Leaders/Managers on employee relations-related issues such as performance management.

Business partnering

- Coach leaders through resolution of employee relations matters, conflict resolution, discipline matters, team interventions, unsatisfactory performance and other people-related matters that arise.
- Collaborates with Leaders in the development and delivery of workforce solutions, resourcing, and capability requirements in the management of their team.
- Ensures employment contracts and employment variations meet Enterprise Agreement requirements and, grant and fellowship conditions.
- Supports the effective implementation of performance and development cycles for employees.
- Actively contributes to HR projects as outlined as directed by the GM HR.

Industrial relations

- Interprets and provides practical working advice to People Leaders and employees on EA and legislation and policies and practices and drives practices so that the Baker Institute is compliant with the Fair Work Act including National Employment Standards (NES) and Enterprise Agreements (EAs).

Learning and development

- Deliver an engaging new starter induction experience. This will include administration and coordination of the induction, such as calendar invites, room set-up, catering, presenting and hosting the induction, organising guest speakers, calendar invites, and other logistics.

Position description

- Develop and manage the new starter induction survey to gain insights into the new starter's experience at the Baker Institute, to help shape and mould the induction journey.
- In partnership with the HR team, develop and manage the departure (exit) surveys of staff leaving the Baker Institute, to gain insights into the Baker Institute's value proposition as an employer and the areas of opportunities, to ensure that the Baker Institute is a great place to work.

Training

Coordinate and manage the administration of all HR training programs and events including advertising of specific training, room bookings, set up of rooms, calendar invites, catering and post-event surveys.

Marketing learning and development

- Coordinate L&D marketing and communications, including Intranet posts, posters, emails and other mediums in a way that motivates and informs attendees of what's happening to support their journey at the Baker Institute.
- Promote the Baker Institute's induction and learning events on social media (LinkedIn etc.) to promote staff initiatives.

System administration

- Act as system administrator for the LMS component of GO1.
- Provide advice on requirements for the LMS components of new HRIS Platforms.

Problem-solving complexity

- Responsible for program development and implementation.
- Provide strategic support and advice to management.
- Undertake independent judgement and problem-solving.
- Proactive attendance at team meetings and attendance at all relevant seminars and staff meetings.

This role may be directed to perform other duties as directed by the manager/supervisor from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

Meet statutory requirements of the company

Maintain up-to-date and accurate knowledge in:

- OHS legislation.
- EEO legislation.
- Privacy legislation.
- Confidential Information Policy.
- Baker Heart and Diabetes Institute Code of Conduct.
- Australian Code for the Responsible Conduct of Research.

Position description

- Baker Heart and Diabetes Institute Intellectual Property Agreement.

Requirements of position holder

Education level and experience

- Degree qualified in Human Resources, Business, Commerce or equivalent.
- Minimum 5 years' experience in HR role(s).
- Strong knowledge of the Fair Work Act 2009 (Cth) Modern Awards and EA's.
- Experience in understanding, preparing, and reviewing contracts and variations of employment.
- Ability to build relationships with a variety of stakeholders with the capacity to advise and influence.
- Passionate about having a positive impact on people experience.
- Able to work collaboratively with the immediate and wider team.
- Ability to build long-term partnering relationships with managers and employees.
- Experience driving continuous improvements and best practice, and a proactive, flexible attitude.
- Excellent attention to detail and the ability to multitask competing demands.
- Outstanding consulting and communication skills combined with excellent writing skills.

Communication/interpersonal skills

- Excellent writing and presentation skills including a demonstrated ability to prepare documents using clear and concise language, to organise information logically and include content appropriate and adaptive for purpose and audience.
- A high level of interpersonal skills, which enables the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to the Baker Institute.
- Demonstrated ability to participate positively in a team.

Knowledge

- The employee would be expected to understand the Baker Institute's organisational structure, employment terms and conditions of employment Relationship Management.
- Customer service background and a focus on creating positive employee experiences.
- Build effective relationships across all levels of the Institute.
- Demonstrated knowledge of delivering work solutions in the resolution of complex people matters.
- Excellent planning and organisational skills, including the ability to manage and prioritise conflicting tasks.

Abilities

- Proven track record in managing people matters.

Position description

- Proven ability to work as a member of a team as well as autonomously without close supervision.

Summary of position

This is a position for a HR Business Partner.

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position which the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).