

Position Description

Position Description Overview	
Position Title	People Partner
Position ID Code	PEOP002
Work Area, Division	People, People, Culture & Safety
Reports To	People & Capability Manager
Direct Reports	Nil
Award	No Award Applicable

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
Reporting to the People & Capability Manager, People Partners at the Perkins contribute to a range of diverse operational, tactical, and enhancement activities across the employee lifecycle, supporting a positive, efficient, and reliable experience for the end-user while managing risk and compliance.
The People Partner is the first point of contact for managers and employees and provides advice and support on all people policy and employee relations matters, ensuring compliance with workplace legislation and consistent application of the Perkins policies and procedures.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
People Partner	0	08/10/2024	People & Capability Manager	Chief People Officer	Chief People Officer

Position Outcomes and Key Goals

1. Contribute to the successful achievement of the People Operational Plan, applying high-level, professional HR skills and capabilities to facilitate and implement initiatives consistent with the Perkins strategy on time and within budget.
2. Provide professional, practical, accurate, and timely advice and support to employees, researchers, and managers on HR matters across the employee lifecycle.
3. Deliver a high level of customer service to stakeholders to become a trusted partner, enhancing leadership capabilities, employee engagement, and improving HR service satisfaction.
4. Significantly contribute to the digital transformation of HR at the Perkins, including the successful implementation of an HRIS, HR and performance metrics, and workforce reporting frameworks.
5. Identify and manage ER and HR risks and ensure all ER and HR activities are compliant with relevant legislation, regulation, and Modern Awards.

Key Duties/Accountabilities

1. Contribute to the development, implementation, review, and continuous improvement of creative and novel talent attraction, development, management, and retention strategies, consulting with stakeholders to ensure suitability and use data to demonstrate value and impact.
2. Partner with managers to complete end-to-end recruitment processes, including compliant onboarding processes and documentation, completing proactive sourcing activities and ensuring an exceptional experience for all candidates - successful and unsuccessful.
3. Contribute to onboarding for new employees and researchers, providing them with a welcoming, engaging, and supportive introduction to the Institute that sets them up for success and promotes the Perkins brand.
4. Interpret and apply employment contracts, employment legislation, Modern Awards, policies, and procedures, and support process and policy development, compliance, and improvement activities.
5. Develop and facilitate relevant workshops and education sessions for staff and leaders relating to HR and workplace matters.
6. Collaborate with the People, Culture & Safety team, managers, research leaders, and the Internal Communications Manager to develop and implement a broad range of strategies, solutions, and initiatives to improve workforce engagement, HR metrics, organisational culture, and diversity, equity, and inclusion.
7. Partner with managers and their teams in organisational development activities to align people, processes, and structures with organisational goals. This includes supporting team/role restructures and realignments.
8. Assist and advise employees, researchers, and leaders in the management and resolution of employee relations issues, including staff performance, grievance resolution, and disciplinary matters, liaising with affiliate employers if required.
9. Develop and maintain strong relationships with affiliate HR counterparts – particularly the University of Western Australia – and refer matters and queries regarding and from researchers to them as appropriate.
10. Support managers to develop and test Business Cases related to HR changes, completing salary benchmarking and other activities.
11. Complete offboarding activities and conduct exit interview processes, analysing data and using insights to suggest changes intended to improve retention.
12. Manage the execution of organisational changes with a person-centred approach, using strong attention to detail to ensure that communications, messaging, systems, and processes are coordinated for smooth implementation, and provide workforce education and reinforcement to ensure changes are adopted.
13. Regularly report progress against key performance measures and positional goals.
14. Complete project work, general administration, and documentation (including contract management and variations), and undertake and other duties as requested by manager.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Relevant tertiary qualification or equivalent experience and knowledge.
2. Previous experience in an HR generalist or business partnering role with a demonstrated understanding of contemporary human resource practices across the employee lifecycle.
3. Demonstrated experience successfully developing and implementing activities to enhance organisational culture, workforce engagement, and employee experience.
4. Previous successful experience implementing organisational changes and navigating and resolving employee relations matters.
5. The ability to autonomously manage multiple, simultaneous priorities effectively under broad direction with strong organisation and time management skills.
6. The ability to use and interpret data analytics to understand performance, guide decision making, and implement improvements.
7. Detailed and current understanding of the Australian industrial relations landscape with the ability to interpret and apply employment legislation, employment contracts, and Modern Awards.
8. Proactive team player, goal orientated, solution-focused, and self-motivated with a strong work ethic, and the ability to work under pressure and meet performance outcomes.
9. Strong interpersonal, influencing, and communication (written and verbal) skills and the ability to utilise these to engage and build strong relationships with diverse stakeholders and resolve conflict.
10. Excellent analytical and problem-solving skills with superior attention to detail.
11. Working knowledge of work health and safety legislation.
12. Experience using various HRIS platforms with sound knowledge of O365.
13. Current Western Australian 'C' Class Driver's Licence.
14. Satisfactory National Police Certificate.

Special Requirements

1. This position will require attendance at occasional events outside of normal business hours.
2. The People Partner will act as a First Aid Officer and Mental Health First Aid Officer for the Perkins.
3. This position provides leave coverage for the People & Capability Manager.
4. This position will support payroll processing activities when the People & Payroll Officer is on leave.

Key Working Relationships

1. People & Capability Manager, People, Culture & Safety Team.
2. All employees, researchers, managers, and leaders at the Perkins.
3. External stakeholders and organisations, including the Fair Work Commission, Universities (in particular, the University of Western Australia), legal, recruitment agencies, and HR consultants.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.