

Position Profile

People and Culture Business Partner



WHO IS THE CHILDREN'S CANCER INSTITUTE?

The Children's Cancer Institute is the only independent medical research in Australia dedicated to research into the causes, prevention, better treatments and ultimately a cure for childhood cancer. More than 40 years on, our vision remains unchanged – to save the lives of all children with cancer and improve their long-term health, through research. The Institute has now grown to employ nearly 350 researchers, operational staff and students, and has established a national and international reputation for scientific excellence. Our focus is on translational research, whereby we have an integrated team of laboratory researchers and clinician scientists who work together in partnership to discover new treatments which can be progressed from the lab bench to the beds of children on wards in our hospitals as quickly as possible.

The Institute has recently embarked on a remarkable adventure towards joining with our clinical colleagues at the Kids Cancer Centre, Sydney Children's Hospital, in a brand-new purpose built home, Australia's first Children's Comprehensive Cancer Centre, which when completed, will house up to 900 child cancer clinicians and scientists.

OUR SHARED VISION

Our shared vision for the Children's Comprehensive Cancer Centre is to be the leading children's comprehensive cancer centre world-wide, providing for the seamless integration of child cancer research, clinical care and education, with the goal of putting an end to childhood cancer.

WE BELIEVE THAT

- No child should die from cancer or suffer life-long side effects from their treatment.
- Medical research is fundamental to curing childhood cancer.
- It is the critical iterative relationship between translational research, research that moves laboratory findings into the clinic; and discovery research, bench to bedside and back again, that is bringing us closer to one day curing childhood cancer.
- It's not if. It's when.

OUR PURPOSE

Children's Cancer Institute exists solely to put an end to the devastating impact of childhood cancer. Every week in Australia, three children and adolescents die of cancer. Only when that three becomes zero, and when all the survivors can live a normal life, will our work be done.

Our purpose as the only independent medical research institute in Australia focused exclusively on childhood cancer, is to Translate and Discover, through world class research, new treatments that will cure cancer and reduce side effects in children and adolescents.

OUR STRATEGIC OBJECTIVES

Translate—Accelerate the integration of our translational research into clinical care, including delivery of the flagship Zero Childhood Cancer program.

Discover—To pursue world class discovery research, and to feed the translational pipeline through the depth, breadth and impact of our science.



OUR STRATEGIC ENABLERS

Empower—Attracting and developing the brightest minds in a vibrant collaborative high-performance culture that fosters diversity, innovation, and success.

Innovate—By providing our researchers and support teams with access to advanced technologies, infrastructure, and facilities, we will create a dynamic and cutting-edge environment for innovation.

Connect and engage—Partnering and collaborating with UNSW and Sydney Children's Hospitals Network together with national and international clinical and research leaders and organisations, governments, and industry to leverage and maximise the outputs and impact of our research.

Promote and fund—Sharing our beliefs, vision, and purpose with others to drive awareness, engagement and support for our cause that ensures we deliver our strategic objectives in a financially sustainable way.

YOUR ROLE

Role:	People and Culture Advisor	Team:	People and Culture
Job Family:	People and Culture	Reports To:	Senior P&C Business Partner
Salary Band:	Band 2-3 (\$60K to \$80k base)	Manages:	N/A
Key Internal Relationships:	Leaders, Employees, Students, Payroll, TSG, Core Services	Key External Relationships:	UNSW HR, Employment Legal Advisors, Benestar, Training Organisations

YOUR PURPOSE

Champions the employee experience, key enabler of change, and acts as the first point of contact for people and culture policy and processes for leaders, teams, and employees.

YOUR KEY OUTCOMES

1. Connection to the Cause	<ul style="list-style-type: none"> Key enabler of change by providing an agile, responsive, and supportive people and culture service to “client teams”. Communicate with impact. Feel confident and clear in interpreting the people and culture vision and priorities with their client teams.
2. Systems & Processes	<ul style="list-style-type: none"> Champion the employee experience by identifying and exploring continuous improvement activities to enhance their client team(s) experience. Provide advice and support to employees and managers on employee relations and performance management matters. Complete the ER Register for their client team(s) on behalf of People and Culture.
3. People & Teams	<ul style="list-style-type: none"> Acts as first point of contact for people and culture advice for leaders, teams and people. Deliver operational recruitment and onboarding activities to support their client team(s) achieve their optimum team profile through a range recruitment, talent and development practices.
4. Conduct & Safety	<ul style="list-style-type: none"> Role model behaviours that positively reflect the Institute’s Code of Conduct, Research Code of Conduct and all relevant WHS policies and procedures.

YOUR PROFILE

Skills/Qualifications/Experience	Capabilities
<p><u>Essential:</u></p> <ul style="list-style-type: none"> 2+ years Human Resources/People and Culture experience. Understanding of ER, Human Rights, WHS legislation, systems and processes. Sound Microsoft Office experience – Excel, word, outlook. Demonstrated initiative. Commitment to on-going professional development. Good understanding of ethical decision making and commitment to confidentiality. <p>Desirable:</p> <ul style="list-style-type: none"> Tertiary qualified. 	<ul style="list-style-type: none"> Teaming – collaborate effectively across organisational boundaries. Adaptability – provide a high quality of client service in a where there are competing priorities. Problem solving –provide advice on multiple P&C issues, integrating information from subject matter experts and data sources to provide practical solutions. Influence and collaboration – develop positive and collaborative relationships with employees and leaders. Empathy – understand and consider other’s feelings, thoughts, and experiences.

- Communication – can communicate a range of information and ideas effectively, both in writing and verbally, to different audiences using language and style.

YOUR ACTIVITIES

1. Connection to the Cause	<ol style="list-style-type: none"> 1. You are a key enabler of change by providing an agile, responsive, and supportive people and culture service to “client teams”. 2. You communicate with impact. Feel confident and clear in interpreting the people and culture vision and priorities with their client teams. 3. You provide an agile, responsive, and proactive high standard of people and culture service, accuracy, and timeliness, leading, and supporting regular cyclical P&C activities for their client team(s). 4. You know and understand the needs and potential of all employees and leaders within your client team(s). 5. You know and understand all the people management processes. 6. You actively speak up and feedback to your P&C team colleagues about the impact of the P&C priorities and make suggestions for improvements. 7. You resolve all requests escalated within their client team(s). 8. You interpret and implement actions around a range of People and Culture metrics with the leaders in your client team(s). 9. You undertake other activities as directed to support the Institute’s vision and purpose.
2. Systems & Processes	<ol style="list-style-type: none"> 1. You champion the employee experience by identifying and exploring continuous improvement activities to enhance your client team(s) experience. 2. You deliver operational recruitment activities to support your client team(s) achieve their optimum team profile through a range of talent and recruitment practices. Complete team recruitment plans, agree selection processes, and participate in interviews in accordance with the Institute’s recruitment policy. 3. You provide advice and support to employees and managers on employee relations and performance management matters. Complete the ER Register for their client team(s) on behalf of People and Culture. 4. You provide advice and support to employees and managers on employee relations and performance management matters. Complete the ER Register for their client team(s) on behalf of People and Culture. 5. You complete the administration, renewals, and changes in employment of maximum term agreements as agreed with the Senior P&C Business Partner. 6. You complete the exit interview process for your client team(s), ensure accurate data entry in ConnX and report upon leavers as required. 7. You provide advice and coaching to employee and leaders on all P&C policies and procedures and on any issues that may arise. 8. You act as the super buddy for your client team(s). Complete inductions and onboarding as per the Compass On Boarding policy for all new team members and students in their client teams, advise upon the key P&C policies including FlexBEST, Personal BEST, Best Hire Everytime recruitment, remuneration, and recognition programs. 9. You support the Senior P&C BP in completing immigration matters including visa application processing and queries for current and new employees. 10. You ensure employment contracts and variation letters in their client team are completed and stored as required by the Senior P&C BP. 11. You comply with all operational policies and procedures and applicable legislation.

3. People & Teams	<ol style="list-style-type: none"> 1. You act as the first point of contact for people and culture advice for leaders, teams and people. 2. You deliver recruitment and onboarding activities to support your client team(s) achieve their optimum team profile through a range of talent and recruitment practices. 3. You support internal communications including contributions to Threads as required by the Head of People and Culture. 4. You collaborate with the Organisation Development Manager in employee and team training and development training needs identification, delivery, and evaluation. 5. You provide support to people and potential initiatives, succession planning and team development as required by the Head of People and Culture. 6. You foster a harmonious and collaborative team culture and support the REDI vision – respect, equity, diversity, and inclusion. 7. You maintain and enhance your skills and knowledge through participation in education and professional development.
4. Conduct & Safety	<ol style="list-style-type: none"> 1. You behave in a manner that upholds and positively models the Institute's Code of Conduct, and the Research Code of Conduct. 2. You comply with all relevant Institute WHS policies and procedures. 3. You take reasonable care to maintain your own health and safety and that of others. 4. You actively participate in making the Institute a safe and healthy workplace through communication and consultation processes.

NOTE: It is not the intention of the Position Profile to limit the scope, outcome or activities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.