

# Position Vacancy

## People and Culture Business Partner



May 2023

---

Join our busy People and Culture team and partner with the business through functional leadership on all aspects of the P&C Strategy, people initiatives, enhancing talent management, wellbeing initiatives, ER issues and Safety.

Work in an environment where people come first, and empowering people and the investment of our employee experience is important. You will play a key role in building on the organisational capability and deliver on People and Culture strategy and people metrics while supporting Foodbank Victoria management and employees to achieve our vision of healthy food for all.

### Why Foodbank:

We've been putting meals on the table for vulnerable Victorians since 1930. Meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 450 charities so they can feed their communities, but our direct distribution of free food is growing at a fast rate. From our 18-metre supermarket on a bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

### Why we're right for you

You'll join a passionate and creative team based in Yarraville, Melbourne where the village vibe, art deco dwellings and coffee culture are legendary. Our mission is critical, our vision is bold, and our marketing plans are ambitious. You know that cliché 'no two days are the same'? Ours is more like 'no two hours are the same.'

### What you'll do:

- Business partner with management and teams to deliver on people metrics.
- Partner with management to identify and drive change initiatives that will positively impact culture.
- Improve and review engagement survey results and develop initiatives on areas to improve.
- Develop the Annual plan.
- Reporting and analysis on organisational decision making initiatives.
- Partner with the business on employee relations matters.
- Assist with the implementation of Collective Workplace Agreement outcomes.
- Partner with managers on the implementation and interpretation of policies and processes.
- Review employment and working conditions to ensure legal compliance and update policy and process as necessary.
- Provide generalist human resources advice, support, and coaching.
- Manage onboarding activities for employees through formal induction and engagement activities.
- Advise management on pay and other remuneration issues, including promotion and benefits, in line with the Collective Agreement and the Fair Work Act.
- Prepare position descriptions and employment contracts.

# Position Vacancy

## People and Culture Business Partner



May 2023

---

### Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- A positive attitude, great initiative and the ability to hit the ground running!
- Confident liaising with people at all levels in an engaging, friendly and approachable manner.
- Tertiary qualifications and /or relevant experience as a P&C Business Partner or Advisor, 3-5 years' experience.
- Strong understanding of employment legislation and remuneration frameworks, with previous experience working with Enterprise Agreements or awards.
- Experience in managing complex ER matters, particularly workplace investigations.
- Experience in resolving disputes such as unfair dismissal applications, adverse action and EEO complaints.
- Previous experience in delivering training programs.
- Organizational and time-management abilities.
- Excellent verbal and written communication and interpersonal skills.
- Problem-solving and decision-making aptitude.
- Good influencing and coaching skills.
- Professional Membership of AHRI highly regarded.

### We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Staff satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Supportive team environment that embraces change and innovation

### Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at [www.foodbankvictoria.org.au](http://www.foodbankvictoria.org.au) and get to know us before you apply.
- Email your application to [employment@foodbankvictoria.org.au](mailto:employment@foodbankvictoria.org.au)
- Applications to include an up-to-date resume and cover letter