

Role Description			
Position Title:	People and Culture Business Partner (0.6FTE)	Group:	People and Culture
Reports to:	Director People and Culture	Positions reporting to this role:	N/A

Position Overview

NeuRA's People and Culture team is small but mighty. Comprised of the Director, Business Partner and an Administrator. This structure enables a clear division of responsibilities while fostering collaboration to meet NeuRA's strategic and operational goals.

Working closely with senior leadership, the Director People and Culture sets the overall strategy, goals and vision for HR and culture initiatives ensuring alignment with NeuRA's mission and objectives. The People and Culture Business Partner is a subject matter expert, providing a bridge between strategy and execution, focusing on employee engagement, employee relations, policy implementation, recruitment and compliance. The People and Culture Administrator manages the day-to-day administrative tasks of the function including recruitment, onboarding, maintaining employee records and acting as the first point of contact for employees regarding routine HR inquiries.

Neuroscience Research Australia (NeuRA)

Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney. NeuRA has ~ 450 staff (employees, honorary appointments, students and visitors).

NeuRA's Objectives

Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research.

NeuRA's Values

Our values are the essence of our organisation – they are the principles that we live by and are at the core of everything we do. NeuRA's values are:

IMPACT – OPENESS – EXCELLENCE – INTEGRITY – INCLUSION

Key Responsibilities

Service delivery

- Provide excellent customer service to NeuRA staff and internal and external stakeholders
- Provide timely response to People and Culture enquiries received via email and the People and Culture service queue
- Maintain strong relationships and work collaboratively with key stakeholders including Finance, IT, Governance and Compliance and research staff

Attraction, retention and engagement

- Contribute to the development and implementation of NeuRA's employment value proposition (EVP)
- Contribute to the development and implementation of NeuRA's employee experience program and initiatives
- Contribute to and support the program of employee engagement initiatives including surveys, analysis and development and implementation of actions
- Support development and delivery of reward and recognition programs and activities

- Support delivery of People and Culture communications plan

Recruitment, onboarding and contract renewals

- Support recruitment processes including benchmarking of positions, job design, development of position descriptions and participation in recruitment panels
- Engage with supervisors/managers on contract renewal processes to support timely renewals and conclusions
- Support induction activities to provide a great new starter experience

Career development and performance

- Support development and implementation of career development programs including Impact360
- Support and coach managers on staff management and performance matters
- Support learning and development activities, including research and identification of suitable external training partners
- Support salary review processes including sourcing appropriate benchmarking

Employee Wellbeing

- Develop and implement programs to support and enhance employee wellbeing
- Act as a point of contact for employees seeking support on health and wellbeing, providing guidance and resources.
- Partner with external providers to offer wellbeing resources, such as Employee Assistance Programs (EAPs) and wellbeing initiatives
- Monitor and evaluate the effectiveness of wellbeing initiatives, gathering feedback to inform improvements.

Employment relations, compliance and reporting

- Keep abreast of changes in industrial relations, identifying updates/changes required to NeuRA's policies, procedures and practices
- Monitor and support People and Culture compliance activities throughout the year
- Provide advice on interpretation and application of Awards and policies
- Develop and support implementation in new policies, guidelines and procedures
- Develop and deliver People and Culture information sessions to increase awareness of workforce policies and compliance requirements
- Use HR metrics and analytics to support decision-making and track the impact of HR strategies.
- Prepare reports on workforce trends, such as turnover, diversity, and employee engagement.

People and Culture projects

- Design, develop and implement projects aligned with People and Culture strategy

Continuous improvement

- Identify opportunities and support the development and implementation of continuous improvement

Other duties in line with your skills and role as required from time to time by the People & Culture Director

Core Requirements and Experience

Essential Experience & Skills

- Degree in HR/related field plus experience in a generalist HR advisory role
- Demonstrated ability to interpret and apply relevant Awards, legislation and policy

- Ability to establish and maintain strong working relationships across an organisation
- Demonstrated ability to plan, prioritise and multi-task
- Experience working with an HRIS

Desired

- Working with iCHRIS HRIS (Frontier software)
- Previous experience within an academic or research institute environment
- Previous experience continuous improvement including streamlining processes and workflows

Competencies

- High attention to detail, ability to produce highly accurate and quality work
- Ability to work to tight deadlines
- Customer service oriented
- Excellent written and oral communication skills
- Organised and able to self-manage duties
- Able to work as part of a team and support the organisation

Performance Reviews

All full and part time employees will undergo regular coaching and performance reviews with their supervisor to ensure they are being supported in their role.

Workplace Health and Safety Responsibilities

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the *WHS Act 2011* and Regulation 2017
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend and complete all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for managers and supervisors:

- Managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- Managers and supervisors must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

Diversity

NeuRA is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.

NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, and present.



Right to Work
You must have the right to live and work in Australia for the duration of your appointment at NeuRA.
Privacy Notification
The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the <i>Privacy Act 1988</i> .
Changes
Changes to this role description may be made from time to time to suit the requirements of the organisation.