

Job Description: People & Culture Business Partner

About the Property Council of Australia	The Property Council of Australia is the champion of Australia's largest industry that employs 1.4 million Australians and shapes the future of our cities. Our members include large and small companies which invest, own, manage and develop all forms of property as well as providers of professional services to the industry.
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Position	People & Culture Business Partner
Business Unit & Location	People & Culture
Reports to	Head of People & Culture
Direct reports	Nil

Position Purpose	The P&C Business Partner is a critical enabler of the People & Culture (P&C) strategy. In this role you will execute on our key P&C priorities. You will manage the Talent Acquisition and Employee Experience activities with a focus on refining processes, tools and creating a positive first connection point for employees in line with the Property Council's employee value proposition.
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Relationships	
Key Internal Relationships	<ul style="list-style-type: none"> • People & Culture Team Members • Executive Committee • People leaders • IT and Finance Team Members • Employees • Candidates
Key External Relationships	Vendor Partners

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Business Partnering	<p>Provide business partnering expertise across employee engagement, performance enhancement, learning and development, diversity and inclusion and talent management initiatives and programs.</p> <p>Drive people practices that are linked to the business and divisional plans.</p> <p>Support business growth and change outcomes for the organisation.</p> <p>Support and implement the organisational engagement strategy and action plan.</p>	<p>Positive feedback from the Business Leaders.</p> <p>Contribution to the People & Culture strategy, plans and initiatives.</p> <p>Timeliness and accuracy of advice.</p>

	Provide commercially sound, risk mitigating advice and consultation on recruitment, performance, talent management and employee relations.	
Talent Acquisition	<p>Lead the delivery of the full recruitment lifecycle from attraction to selection to onboarding.</p> <p>Continuously develop our employment brand and employee value proposition.</p> <p>Devise and implement sourcing strategies to build pipelines of potential applicants, e.g., employer branding initiatives.</p> <p>Support internal career development and mobility.</p> <p>Develop high quality people analytics reports and dashboards.</p>	<p>Accurate representation of our branding and employee value proposition.</p> <p>Successful recruitment of vacancies within timelines and budgets.</p> <p>Positive feedback from Managers, Employees and Candidates.</p>
Employee Experience	<p>Create and maintain a positive, rewarding work environment that attracts and retains talented employees by:</p> <ul style="list-style-type: none"> • Developing and implementing HR initiatives and solutions aligned to the P&C strategy and employee engagement action plan. • Developing an internal communications strategy to promote our employee benefits offering. • Implementing reward and recognition programs. • Re-designing our onboarding experience. <p>Support the implementation of the Property Council's employee value proposition to ensure its articulated and understood as well as accelerated across the full employee lifecycle through attraction, onboarding, engagement, progression and retention.</p>	<p>Successful implementation of People & Culture programs.</p> <p>Successful completion of projects and change activities within agreed timeframes.</p> <p>Successful delivery of internal communication campaigns.</p> <p>Contribution to engagement survey action plan.</p> <p>Successful review and implementation of our onboarding and induction program within agreed timeframe.</p>
P&C Operations	<p>Monitor and address legal compliance issues to ensure the organisation complies with laws for recruitment, diversity, employee contracts etc.</p> <p>Implement and monitor policies that are effective and in line with employment legislation that support best practice and effective employee relations.</p> <p>Manage, and escalate where required, employee relations matters in a constructive and proactive manner.</p> <p>Develop and implement employee rewards programs that recognise performance achievements and service anniversaries.</p>	<p>Compliance matters are met.</p> <p>Accurate maintenance of employee information.</p> <p>Accurate reporting.</p> <p>Timely responses to employee requests.</p> <p>Positive feedback from the Business.</p> <p>Provide timely information for The Buzz deadlines.</p>

	<p>Contribution to the monthly newsletter “The Buzz.”</p> <p>Contribution to monthly P&C Executive and Board reporting.</p>	
Vendor Management	<p>Select and manage key supplier relationships providing services in Employee Assistance Program, Reward and Recognition and Talent Acquisition.</p>	<p>Ensure quality of vendors to support our business requirements</p> <p>Trusted ongoing relationships are developed.</p> <p>Manage initiatives to budget and ensure regular reporting on results.</p>
People and Culture	<p>Proactively champion and role model a one-company culture and our company values.</p> <p>Promote a high performance and accountability culture.</p>	<p>Consistent demonstration of an energised, collaborative and ownership mindset.</p>

Requirements including essential criteria

Experience and skills	<p>Experience leading strategic HR programs and change initiatives.</p> <p>Experience in a multi-disciplinary fast-paced environment with managing multiple/conflicting priorities.</p> <p>Experience administering and facilitating reporting, analysing and interpreting data to provide insights and recommendations in line with strategy and business targets.</p> <p>Exceptional and proven stakeholder engagement and partnering skills across all levels of the business.</p> <p>Excellent written and verbal communication skills with the ability to build and develop trusted relationships.</p> <p>Strong organisational skills, ability to focus on detail and adapt quickly.</p> <p>Solid experience in managing continuous improvement programs including processes, systems and reporting.</p>
Knowledge	<p>Experience and understanding of HR and Talent Acquisition principles and processes.</p>
Education	<p>Qualifications in Organisational Development, Human Resource Management or Business management qualifications.</p>
Work experience	<p>Demonstrated 8 years’ experience working in HR Business Partnering roles with a particular focus on talent acquisition and employee experience.</p> <p>Acting as a change agent with proven ability to successfully manage and lead change – including culture change initiatives.</p> <p>Experience working for smaller organisations within a service sector.</p>
Essential requirements	<p>Work outside of normal business hours from time to time.</p> <p>Interstate travel required at times.</p> <p>COVID-19 Vaccination – In addition to the Property Council’s premises requiring full COVID-19 vaccination as a condition of entry, the Property Council also requires the incumbent to be fully vaccinated with an approved COVID-19 vaccine. Fully vaccinated means an initial double dose, with an on-going requirement to receive COVID-19 vaccine booster doses as recommended from time to time.</p>

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