



People Partner

Job Information Pack

This information package includes:

- Employment conditions
- Position Description
- Selection criteria
- Application and recruitment process

Employment Conditions

Employment basis: Permanent Full Time

Hours: 38 hours per week

Remuneration: Commensurate with experience

Commencement: ASAP

About Wayside Chapel

Wayside Chapel has provided unconditional love, care and support for people on and around the streets of Kings Cross since 1964 and Bondi since 1971.

Today, under the banner of love over hate, Wayside Chapel creates a community where there is no 'us and them' by breaking down the barriers of judgement and providing a safe place where people from all walks of life are welcome just to 'be'.

Wayside Chapel draws people out of social isolation and invites them into the healing place of community. People marginalised by homelessness, mental health issues and substance abuse can turn to Wayside for compassion, tolerance and support.

Our community services centres in Bondi and Kings Cross, outreach service, mental health program, community cafe and Aboriginal project are all designed to ensure the most disadvantaged members of our community have access to essential health, welfare, social and recreational services.

Our community development program reaches out to the wider community to ensure that Wayside Chapel is a place for people from all walks of life.

Vision: Love over hate

Mission: Creating community with no 'us and them'

PATRON:
Her Excellency the Honourable
Margaret Beazley AO QC
Governor of NSW

Pastor/CEO:
Jon Owen

CALL: 9581 9100
ABN : 88 125 771 587
ABN: 77 406 918 553 (Donations)

EMAIL: mail@thewaysidechapel.com
waysidechapel.org.au

Wayside Chapel Kings Cross:
29 Hughes Street Kings Cross NSW 2011
Wayside Chapel Bondi Beach:
77 & 95 Roscoe Street, Bondi Beach NSW 2026

PO Box 66 Potts Point NSW 1335



Values:

Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

Teamwork (No cowboys): Our goal of creating community is also our method. We work in a collaborative way to invite people out of singular, individual life into the risky and healing place of community.

Patience (No rush): We cannot make people change. If we could, we'd be guilty of manipulation of some kind. Instead we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

Courage (No complacency): It takes courage to confront people who've lost hope and invite them into the world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad decisions. People who choose singular misery or even death deserve to have their rights respected. Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll really move toward health and life.

Behaviours:

Stand Back: Recognise that we are each necessary, significant but not central. The mission evaporates when we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel and the most pressing need is to express our feeling. When necessary, significant but not central, in a time of difficulty, the most important thing is to ask "what facts do I not have" and "who can I talk to for reliable clarity".

Speak Well: Identify and appreciate the strengths in colleagues. Recognise that every-one's strengths are also their weaknesses, if we look for weakness, we'll find it and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

Embrace Errors: Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security it takes to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

Be Kind: We do an excellent job of being kind with our visitors, lets also be kind with each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

PATRON:
Her Excellency the Honourable
Margaret Beazley AO QC
Governor of NSW

Pastor/CEO:
Jon Owen

CALL: 9581 9100
ABN : 88 125 771 587
ABN: 77 406 918 553 (Donations)

EMAIL: mail@thewaysidechapel.com
waysidechapel.org.au

Wayside Chapel Kings Cross:
29 Hughes Street Kings Cross NSW 2011
Wayside Chapel Bondi Beach:
77 & 95 Roscoe Street, Bondi Beach NSW 2026

PO Box 66 Potts Point NSW 1335



Position Description

Team	People & Culture
Reports to (Name)	Melissa Collins
Reports to (Position)	Head of People & Culture
Direct Reports	Nil

The People Partner will report to Wayside's Head of People and Culture.

Purpose of Position

The purpose of Wayside's People & Culture team is to walk alongside our staff, volunteers and students in creating a vibrant and inclusive workplace where we all can thrive.

The People Partner position exists to provide operational and hands on support in relation to people matters within Wayside.

The role will partner with leaders across Wayside for operational People matters including, but not limited to, employee engagement, talent management, leadership development, complex employee relations issues and Workplace Health and Safety. You will also deliver People related projects.

Key Accountabilities & Responsibilities

Business Partnering

- Partner with Wayside's leaders in providing support and assistance with People planning and strategy
- Support Wayside's leaders in their work to build the talent and capability within their own teams
- Actively contribute to the management of change across Wayside
- Proactively contribute to the creation of a positive, fun and value-driven culture
- Implement effective sourcing and recruitment strategies to find the best people for Wayside
- Create and manage onboarding frameworks and processes for Wayside
- Support the implementation of talent and performance management within Wayside
- Constantly look for opportunities to reward and recognise Wayside's people in ways that support and reinforce the vision, values and expected behaviours
- Support issues as they arise relating to complaints, grievances and performance issues, including terminations
- The development, implementation and monitoring of appropriate policies and procedures to deliver an appropriate compliance framework and minimize risk
- Comply with all relevant legislation and all Wayside policies and procedures

PATRON:
Her Excellency the Honourable
Margaret Beazley AO QC
Governor of NSW

Pastor/CEO:
Jon Owen

CALL: 9581 9100
ABN : 88 125 771 587
ABN: 77 406 918 553 (Donations)

EMAIL: mail@thewaysidechapel.com
waysidechapel.org.au

Wayside Chapel Kings Cross:
29 Hughes Street Kings Cross NSW 2011
Wayside Chapel Bondi Beach:
77 & 95 Roscoe Street, Bondi Beach NSW 2026

PO Box 66 Potts Point NSW 1335



- Provide advice, support and coaching to leaders on a range of complex and sensitive IR or People issues, including Award interpretation and other industrial matters, and on legal risks
- Actively promote health and safety, taking reasonably practical steps to control risks, ensuring a safe workplace for visitors, staff and volunteers
- Maintain productive working relationships with key stakeholders
- Respond to general People enquiries as required
- Role model safe working and wellbeing practices
- Contribute to organisation-wide reviews and activities to advance continuous improvement of the delivery of Wayside's services and mission
- Any other duties as directed by the Head of People & Culture

Role Requirements

- Tertiary qualification in Human Resources or Business equivalent and an ongoing commitment to professional development
- At least 3 years of experience in a similar role, preferably in a not for profit organisation
- Thorough understanding of and ongoing passion for best practice across the full employee life-cycle
- Sound understanding of Australian employment legislation, Health & Safety and HR best practice
- An ability to effectively manage risk, de-escalate conflict situations and apply an informed and consistent problem solving / decision making approach
- Working knowledge and some experience in strategic HR projects including employee onboarding; learning and development; performance management; HR systems; reporting & analytics
- Proven experience in developing and delivering effective talent management and employee engagement programs with measured positive employee and organisational outcomes
- Demonstrated ability to analyse data and deliver statistical reports in a meaningful way
- Strong skills in building partnerships and relationships and communicating authentically across an organisation
- Demonstrated capability applying outstanding interpersonal, influencing and coaching skills to deliver high quality organisational outcomes.
- Proven ability to communicate complex ideas and concepts in a common sense way to a broad audience as well as to listen and interpret stakeholder needs to ensure their needs are met
- Willingness to take a creative approach to tasks and projects
- Proven excellent written and verbal communication skills, including reporting, business writing, policy and procedures, negotiations and presentations
- Well-developed problem solving and research skills
- Demonstrated capability to communicate authentically

PATRON:
Her Excellency the Honourable
Margaret Beazley AO QC
Governor of NSW

Pastor/CEO:
Jon Owen

CALL: 9581 9100
ABN : 88 125 771 587
ABN: 77 406 918 553 (Donations)

EMAIL: mail@thewaysidechapel.com
waysidechapel.org.au

Wayside Chapel Kings Cross:
29 Hughes Street Kings Cross NSW 2011
Wayside Chapel Bondi Beach:
77 & 95 Roscoe Street, Bondi Beach NSW 2026

PO Box 66 Potts Point NSW 1335



Note

This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria or outcomes. It is indicative of the position. The People Partner can and will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document. The People Partner should be aware that their position within The Wayside Chapel is dynamic. The Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge and skills.

Selection Criteria

- Tertiary qualification in Human Resources or Business equivalent and an ongoing commitment to professional development
- At least 3 years of experience in a similar role, preferably in a not for profit organisation
- Sound understanding of Australian employment legislation, Health & Safety and HR best practice
- An ability to effectively manage risk, de-escalate conflict situations and apply an informed and consistent problem solving / decision making approach
- Working knowledge and some experience in strategic HR projects including employee onboarding; learning and development; performance management; HR systems; reporting & analytics
- Strong skills in building partnerships and relationships and communicating authentically across an organisation
- Proven excellent written and verbal communication skills, including reporting, business writing, policy and procedures, negotiations and presentations

Application and Recruitment Process

- Applications are being review as received. Please apply right away.
- Applications will be accepted up until **Sunday 2 February 2020**
- Applications should be submitted via Wayside Chapel's applicant portal link in the job advert.
- Applications should include a cover letter and CV.
- Applicants with a disability should inform the convenor of the selection panel of any special requirements upon contact to arrange an interview.
- An offer will be made to the successful candidate pending the satisfactory completion of a police criminal record and working with children check.

PATRON:
Her Excellency the Honourable
Margaret Beazley AO QC
Governor of NSW

Pastor/CEO:
Jon Owen

CALL: 9581 9100
ABN : 88 125 771 587
ABN: 77 406 918 553 (Donations)

EMAIL: mail@thewaysidechapel.com
waysidechapel.org.au

Wayside Chapel Kings Cross:
29 Hughes Street Kings Cross NSW 2011
Wayside Chapel Bondi Beach:
77 & 95 Roscoe Street, Bondi Beach NSW 2026

PO Box 66 Potts Point NSW 1335