



## PREPARING YOUR JOB APPLICATION

To prepare your application please complete the following.

- Review the mission and ministry distinctives outlined on page 2
- Review the position description outlined on page 3
- Develop a 1 – 2 page cover letter outlining;
  - Why you are interested in the role.
  - How you would fit with Compassion's organisational identity and culture and
  - How your skills and experience suit the role.
- Develop a concise resume outlining your qualifications and employment history.
- Respond to the screening questions in the online application form

## CONTACT US

If you have any questions regarding the role, please email [peopleandculture@compassion.com.au](mailto:peopleandculture@compassion.com.au)

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Job Family: People	Band: 4	

## **ESSENTIAL INFORMATION ABOUT COMPASSION**

### **MISSION**

Compassion exists to release children from poverty in Jesus' name.

### **DISTINCTIVES**

**Christ-centred:** We are dedicated to caring for the poor in response to God's call and giving hope to the hopeless by spreading the Gospel of Jesus Christ in an age-appropriate, culturally relevant and non-coercive way.

**Child-focused:** Children are the hardest hit by poverty, the least able to change their circumstances, and at the heart of Jesus' ministry. We address the holistic needs of the individual child so that they can become responsible and fulfilled Christian adults and change agents in their communities.

**Church-based:** We partner with local churches to implement our holistic child development model because they are uniquely placed to understand the real needs of their community and foster an environment of stability.

### **STATEMENT OF FAITH**

1. **WE BELIEVE** the Bible is the inspired, the only infallible, authoritative Word of God.
2. **WE BELIEVE** there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **WE BELIEVE** in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His shed blood for the remission of sins, in resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. **WE BELIEVE** salvation is found only through Jesus Christ and requires individuals to acknowledge their sin, accept His forgiveness and repent.
5. **WE BELIEVE** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. **WE BELIEVE** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. **WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto eternal separation from God.
8. **WE BELIEVE** in the spiritual unity of believers in the Lord Jesus Christ.
9. **WE BELIEVE** Jesus established the Church to carry out ministry on earth.

**Section:** People & Operations

**Team:** People & Culture

**Reports to:** People & Culture Manager

### Primary Purpose

In response to God's calling and in the power of the Holy Spirit the People & Culture Partner contributes to the effective delivery strategic and operational HRM. The focus of the role is to partner with business groups, and provide effective HR advice and consultation that enables the attraction, retention and development of talent. The HR Business Partner is responsible for providing management coaching and designing learning initiatives that support strategic outcomes and optimize ministry performance.

### Key Accountabilities

- Develop strong and effective relationships with people managers, providing consultation on a range of complex HR and Employment Relations matters
- Build upon people manager capabilities through personalised coaching and development initiatives, to support organisational performance.
- Design, deliver and evaluate learning and development programs in accordance with HR and organisational strategy.
- Develop, maintain and monitor HR metrics that report on the effectiveness of HR and learning initiatives.
- Develop, maintain and communicate human resource policies, guidelines and procedures.
- Maintain HR databases
- Provide effective HR service delivery to staff and People Managers.
- Assist with general HR duties as required

### Selection Criteria (Job Specific Skills, Knowledge & Qualifications, Experience)

- Exemplary advisory, negotiation, consultation and influencing skills
- Project management
- Exemplary business writing skills (policy, procedures, management briefings, reports etc.)
- Highly developed coaching ability
- Highly developed training and facilitation ability
- Ability to analyse and assess metrics and information for trends and develop plans to address
- Tertiary qualifications in Human Resource Management or related discipline, or equivalent experience
- Strong HR generalist knowledge
- Strong understanding of Industrial Relations related legislation
- Substantial experience in a HR generalist role
- Experience with HR Information Systems
- Demonstrated experience in Employment Relations and Performance Management.
- Organisational development and change management experience
- Demonstrated experience in strategy development and implementation

**Communicates with influence:** *Communicates with others in a compelling way, that leads to action and outcomes, ensuring alignment with Compassion's ministry values*

Success looks like:

- Positively influences, motivates and negotiates with team members and external partners to achieve outcomes
- Communicates with humility, grace and authenticity
- Pursues healthy and courageous conversations with team members, even in difficult circumstances
- Demonstrates active listening, seeking to understand the perspectives of others
- Communicates concerns or frustrations in a constructive manner
- Engages with communications across the ministry to ensure up-to-date knowledge and alignment

**Delivers on the strategy:** *Responsible for and committed to creating, leading and delivering strategic outcomes in accordance with the ministry strategy*

Success looks like:

- Is reliable and consistent in delivering on key objectives and responsibilities
- Meets deadlines and targets to deliver work on time, with a high quality
- Takes time to understand the strategies prior to delivering the task
- Demonstrates accountability for achievement of individual results

**Demonstrates business acumen:** *Learns and applies business principles and practices to deliver value, innovate processes and achieve results.*

Success looks like:

- Leads and manages projects and events in accordance with ministry methodology
- Understands our ministry context including our products, programs and supporter engagement
- Evaluates the success, value and effectiveness of projects and strategic initiatives
- Demonstrates awareness regarding external trends in discipline or industry, recognising how these may impact processes and functions
- Takes action to improve, innovate and transform processes
- Proactively responds and adapts to change, even when it's challenging
- Demonstrates digital knowledge and dexterity in order to engage with stakeholders

**Develops effective relationships:** *Intentionally builds healthy and authentic relationships that reflect our values and support ministry outcomes*

Success looks like:

- Pursues and achieves both effective working relationships as well as effective results and outcomes
- Demonstrates self-awareness and emotional intelligence that facilitates effective relationships
- Deepens relationships with internal and external partners through shared understanding and a posture of learning
- Readily receives feedback from both internal and external stakeholders, and actions accordingly
- Demonstrates empathy and care for others
- Puts Christ first in daily decision making

**Leads high-performing teams:** *Coaches and mentors team members, encouraging and challenging them to live out our ministry values and achieve results*

Success looks like:

- Recognises the importance and value of team work and actively participates in team projects
- Holds self and others accountable for performance and behaviours
- Actively seeks out feedback and coaching from others to improve performance and build team culture
- Collaborates with others within and outside of immediate team to achieve results