



# PEOPLE & CULTURE PARTNER

Application Pack



# PREPARING YOUR JOB APPLICATION

## To prepare your application please complete the following

1. Review the 'Essential Information about Compassion'.
2. Review the position description.
3. Develop a 1 - 2 page cover letter. Your cover letter should address the relevance of your background and experience to this specific role. Please note, addressing the selection criteria is not required.
4. Develop a concise resume outlining your qualifications and employment history (max 5 pages).
5. Click 'Apply Now' on the job advertisement, uploading your resume, cover letter and answer the application questions to the minimum word requirement.

## Contact Us

Should you require further information after reviewing this document, please contact our People and Culture team at [peopleandculture@compassion.com.au](mailto:peopleandculture@compassion.com.au).

# ESSENTIAL INFORMATION ABOUT COMPASSION

## Mission

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

## What Makes Us Unique?



### 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 noncoercive 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.



# POSITION DESCRIPTION

## Primary Purpose

The People & Culture Partner contributes to the effective delivery of 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 P&C 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 programs and projects 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 Employment & 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

# POSITION DESCRIPTION

## People Management Capabilities – Team Member/Specialist

Please see [link](#) to the capability requirements for this role.









**SEARCH FOR  
COMPASSIONAU**

**COMPASSION AUSTRALIA**

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**[compassion.com.au](http://compassion.com.au)**

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