



Human Resources Business Partner (HRBP)

- PROGRAM:** Business Operations
- LOCATIONS:** The main office is located at Southport, with the potential to outreach to locations within the catchment area.
- REPORTING:** The position reports to the Business Operations Manager.

AWARD/CLASSIFICATION

Level 6 or 7 SCHADS Award (Qld) Social and Community Services Employee. The pay point will depend on the successful applicant's skills and experience and will be negotiated with the successful applicant before issuing the employment contract.

ANNUAL LEAVE: 5 weeks per annum

Please note:

- **Permanent appointment in this role is conditional on satisfactory completion of a six-month probationary period**
- **Employees can access salary sacrificing and entertainment allowance benefits as part of their employment conditions. Participation is voluntary.**

THE ORGANISATION: The Domestic Violence Prevention Centre GC Inc. (DVPC) is a specialist domestic violence service based on the Gold Coast. It has been operating since 1992. It offers support to women, young people and children who have experienced domestic and family violence and delivers behaviour change programs to male perpetrators of violence. DVPC utilises a feminist framework and evidence-based practice to inform and direct its service responses. In addition, DVPC convenes the GC Domestic Violence Integrated Response (GCDVIR), which brings together systems agencies and relevant organisations to improve responses to high-risk women and children to enhance their safety and wellbeing and to actively work towards improving collaboration between all agencies on the Gold Coast who are responding to domestic violence.

PURPOSE OF THIS ROLE:

The Human Resources (HR) Business Partner is a crucial position within DVPC, responsible for ensuring that the organisation's human capital strategy is aligned with its mission and objectives. As the HR leader, this role focuses on developing and executing HR initiatives that support the operational and strategic goals of DVPC, ensuring that the organisation attracts, develops, and retains top talent. The HR Business Partner plays a key role in fostering a positive, values-driven workplace culture where staff feel supported, empowered, and able to thrive.

This role goes beyond traditional HR functions, acting as a strategic partner to leadership and management teams, contributing to long-term planning, workforce optimisation, and organisational development. The HR Business Partner ensures that HR practices are compliant with relevant legislation and that policies and procedures are implemented effectively to promote organisational sustainability and growth.

A central focus of the role is on enhancing the employee experience, which includes overseeing the recruitment process, developing workforce strategies, ensuring robust performance management, and driving initiatives that promote learning and professional development. Additionally, the HR Business Partner ensures that workplace health and safety standards are met, safeguarding both staff wellbeing and organisational compliance.

This position requires the ability to balance strategic thinking with operational execution. The HR Business Partner will lead and influence across all levels of the organisation, guiding managers and supporting staff to address complex HR issues, manage change, and implement best practices. In doing so, the HR Business Partner will cultivate a workplace that reflects the core values of DVPC, promoting inclusivity, collaboration, and resilience within a high-performance environment.

The HR Business Partner is also expected to be a champion of diversity and inclusion, actively leading initiatives that ensure equitable treatment and opportunity for all staff members. Through the application of data-driven HR practices, the role will inform organisational decision-making, providing insights and solutions that improve both the operational effectiveness and the overall health of the workforce.

KEY ELEMENTS OF THE POSITION

Strategic HR Leadership

- Partner with the leadership team to contribute to the development and execution of the organisation's HR strategy in line with its overall strategic goals, including by providing data-driven analysis of HR functions.
- Provide expert HR advice and insights to support decision-making on workforce management, succession planning, and talent development.
- Play a key role in organisational development initiatives, helping to drive cultural change and employee engagement across the organisation.
- Provide regular HR reports to the leadership team, offering insights and recommendations to improve organisational effectiveness and influence strategic direction.

Recruitment, Workforce Planning and Development

- Lead the end-to-end recruitment process, including developing position descriptions, managing advertising, interviewing, and selection.
- Collaborate with managers to identify workforce needs, plan staffing levels, and develop talent pipelines.
- In collaboration with the leadership team, develop and implement strategies for staff retention, professional development, and succession planning.
- Promote a culture of continuous learning, ensuring staff have access to the resources and opportunities needed to grow within their roles.

Employee Relations and Performance Management

- Act as a trusted advisor on employee relations matters, ensuring a consistent approach to addressing grievances, conflict resolution, and disciplinary actions in line with policies and legal requirements.
- Implement and support performance management processes, including goal setting, career conversations, and professional development plans.
- Ensure compliance with employment laws and organisational policies, providing guidance and support on employment contracts, award interpretation, and fair work practices.

Workplace Health and Safety (WHS)

- Lead the organisation's workplace health and safety initiatives, ensuring a safe and compliant work environment for all employees.
- Conduct WHS assessments, oversee incident reporting, and implement preventative measures in collaboration with managers.
- Develop and maintain WHS policies and procedures, providing training and guidance to staff on safety standards and practices.

Policy Development and Compliance

- Develop, review, and update HR policies and procedures to ensure compliance with relevant legislation and organisational objectives.
- Ensure that HR processes, including recruitment, onboarding, employee relations, and WHS, meet accreditation and audit requirements.
- Stay informed about changes in employment law and HR best practices, ensuring that DVPC remains compliant and adopts the latest HR trends where appropriate.
- Use HR data and analytics to track key HR metrics.

Diversity and Inclusion

- Lead initiatives that promote diversity, equity, and inclusion within the workforce.
- Develop and implement strategies to ensure a workplace culture that is respectful, inclusive, and free from discrimination.
- Foster an environment where staff feel supported, valued, and empowered to contribute their unique perspectives.

Values and Conduct

Positively and constructively represents the organisation in all opportunities, role modelling the Code of Conduct and actively supporting the mission, vision and values, including:

- provide leadership and support to the team, creating a positive, respectful and safe work environment
- represent the organisation externally, as necessary
- contribute to the planning and development of external organisational activities, including training/workshops and AGM's
- participate in the planning, development, and delivery of activities for Domestic & Family Violence Prevention Month, IWD, the 16 Days of Activism, and other activities in the community and related events.

SUPERVISION

This position is required to participate in staff supervision, and Professional Development Program, including internal line supervision, individual external supervision, and externally facilitated group supervision.

KEY SELECTION CRITERIA

KSC 1: Demonstrated experience as an HR professional, with a strong understanding of HR best practices and applicable employment laws in the not-for-profit sector.

KSC 2: Proven ability to partner with senior leaders and managers to implement HR strategies that align with organisational goals and foster a positive workplace culture.

KSC 3: Experience in recruitment, workforce planning, employee relations, and performance management, with a focus on compliance and best practices.

KSC 4: Strong knowledge and experience in workplace health and safety, including conducting risk assessments, incident management, and implementing safety protocols.

KSC 5: Exceptional communication and interpersonal skills, with the ability to influence and build strong relationships with staff at all levels.

KSC 6: Experience in data-driven HR practices, including HR metrics, reporting, and using analytics to inform decision-making.

ADDITIONAL MANDATORY REQUIREMENTS:

- 5+ years' experience as either a Human Resources Business Partner role (or equivalent), preferably within a community/not for profit setting
- Relevant qualifications in Human Resources, or a related field.
- Positive Notice – Blue Card or the capacity to acquire
- Current Driver's License
- Applicants must be eligible to legally work in Australia, and proof of eligibility may be required.