

HR Business Partner

- Competitive salary and salary packaging options
- Small team with the opportunity to make a difference
- CBD-based Christian organisation with flexible work practices

The Organisation

Sydney Diocesan Services (SDS) is a key part of the central administration of the Anglican Diocese of Sydney. SDS's main role is to provide a range of professional services to the Synod, to other diocesan organisations and to parishes in support of the mission work and many other ministries taking place across the Diocese.

The Role

Reporting to the Head of HR, the Business Partner is an important role with responsibility for the day to day operational management of HR processes as well as implementing technical change initiatives to increase productivity and automation within HR systems and procedures. Specific responsibilities include:

- Change Management - leading the implementation of HR solutions to introduce greater automation and simplification of HR activities.
- Generalist activities – Manage the day to day HR operational activities of the business including, recruitment, induction, performance and remuneration reviews, learning and development etc.
- Workplace Culture – Distribute and analyse employee engagement surveys and pulse surveys with a view to understanding and enhancing the organisational culture.
- Work Health and Safety – Oversee the WH&S Management plan

The HR team play a key role in the development and maintenance of a vibrant workplace culture and contribute to the overall mission and strategy of the organisation in a direct way.

The position will initially be offered as a two year contract. SDS's values underpin the way we work and we offer professional development opportunities, flexible work practices, and an Employee Recognition Program.

Skills Required

You will have significant and proven experience in a generalist HR role, supported by university-level qualifications in a relevant HR or like discipline. Additionally, you will have:

- Excellent attention to detail complimented by superior written and verbal communication
- Exceptional organisation skills and the ability to establish strong relationships with key stakeholders
- An enthusiastic and motivated attitude to provide tactical HR support.
- You will work with an experienced team who respects others, seeks to collaborate, ensures we deliver and celebrates others' achievements. Consistent with the ethos and values of SDS, you should have a demonstrated Christian commitment.

How To Apply

If contributing to simplifying HR processes by delivering process improvement solutions sounds like something you'd love to do, please submit your CV and cover letter addressing the skills required section above today.

For further details regarding Sydney Diocesan Services please visit <https://www.sds.asn.au/>



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As we have been retained to recruit this role, all third party and indirect applications will be forwarded to Lisa Morell. Please direct all enquiries to lisa@socialimpactcareers.com.au

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