

HR Business Partner

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

About us

Sydney Diocesan Services (SDS) is a key part of the central administration of the Anglican Diocese of Sydney. Our 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 Human Resources team at SDS seeks to partner with people managers within the organisation by providing expert advice and assistance to enable managers to manage their teams effectively and efficiently. 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. As drivers of change, the HR team will always seek to simplify HR processes by delivering process improvement solutions.

About the role

The HR 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

About You

You will have significant and proven experience in a generalist HR role (supported by university-level qualifications in a relevant HR or like discipline). Attention to detail and excellent written and verbal communication skills are essential. You should also demonstrate excellent organisation skills, the ability to establish strong relationships with key stakeholders, and a proactive attitude.



You will have an enthusiastic and motivated attitude to provide tactical HR support. You will work with an experienced team who wants to respect 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. Being an active member of an Anglican church in the Diocese is an advantage.

SDS's values underpin the way we work and we offer professional development opportunities, flexible work practices, and an Employee Recognition Program.

- Please call **Amy Bokalawela, HR Assistant** on 0433 996 382 for the Position Description or with any inquiries.
- Apply with a cover letter and resume to recruit@sydney.anglican.asn.au

