



People & Culture Business Partner

Make your mark

Do you have great people & culture experience in the Technology or Finance and Banking industries? Are you looking to be part of a technology, solutions-focussed, finance organisation? Are you looking for a growing company with a phenomenal culture where you can make an impact?

Deliver Operational advice and projects to support line managers across the business and support the Head of People & Culture in generalist activities and P&C Projects.

In this role as a People & Culture Business Partner, you will have the opportunity to work with a diverse and talented teams providing advice and support to your business units and play a key role in our engagement capability and retention strategies and projects. You will be hands-on, take ownership and contribute to improving the customer experience in a fast-paced, high-growth business.

Main Responsibilities/Duties:

Recruitment, Selection & Induction

- Creation of PD's and job evaluation where appropriate
- Coach managers and provide ongoing support for recruitment & Induction
- Update & maintain workforce plan
- Develop & maintain Employee Handbook and new starter documentation

Human Resources Information System

- Manage & Update HRIS system & prepare regular reports & data analysis.
- Liaise with payroll on staff movements.
- Manage Employee compliance
- Ensure system is updated with policies, contracts, induction material etc.

Employee Learning & Development and Performance

- Ensuring the execution of induction and training, in the interests of building organisational capability; this includes ensuring all mandatory/compliance training is completed on time.
- Conduct People & Culture Training including new starter Induction training program.
- Build and manage Lunch N Learn annual program.
- Implementation of the performance management process and advice/support to line management in managing general performance issues.
- Conduct and manage Exit interview process.

Policies & Procedures

- Ensuring awareness and compliance of company policies and procedures
- Support Managers & employees with people related queries.

Workforce Review & Process Improvements

- Capturing/receiving feedback from the workforce and channelling this in the interests of appropriate action/continuous improvement
- Supporting the P&C Manager in the implementation of 'change management' methodology
- Formative input to P&C processes, initiatives, project plan and workforce plan



People Leadership

- Be seen as a People & Culture 'point person' (go to person) in the development of effective teamwork and a resilient, inclusive, positive, performance-oriented culture
- Be seen as a role model of the GC Approach and professionalism

WHS

- Responsible for ensuring that complies with its legal requirements and strives for best practice in the provision of a safe workplace for all
- Provides support and direction in the implementation of Health & Wellbeing Programs

Skills that set you apart

- 3 years plus experience in professional Human Resources/People and Culture generalist roles in a service delivery workforce
- Knowledge of contemporary and progressive Human Resources practices

About GetCapital

GetCapital is an award-winning business lender and one of Australia's fastest-growing financial technology companies. Winner of the IDC 2020 Digital Disruptor and Omni Experience Innovator awards for Australia and New Zealand, we've also been a Deloitte Technology Fast 50 winner for the past three years and voted one of LinkedIn's hottest Australian companies to work for in 2019.

Our culture

At GetCapital, we take pride in our diversity and culture of inclusion. With the customer always first in mind, we are passionate about solving problems, delivering value and making a real difference. Here, time is precious, there are no politics and no egos. It's one team, with shared successes and failures. If you're ready to challenge convention, we are ready for you.

The perks

GetCapital offers competitive remuneration and the opportunity to make your mark in a fast-paced, energetic environment. Centrally located in North Sydney CBD, we're close to transport, restaurants, cafes and shops. You'll enjoy free breakfasts and healthy snacks, and a friendly social atmosphere. There are also plenty of staff-led social events, Leadership series, Lunch & Learns and other initiatives for you to participate and grow. And best of all, on your birthday, you get the day off!

If you like the sound of this, we would love to hear from you. Please send your resume to jointheteam@getcapital.com.au