

# Senior Human Resources Business Partner

<b>Reports to</b>	People and Safety Lead	<b>Direct Reports</b>	HR Business Partner
<b>Classification</b>	Band 7		
<b>Position number</b>	660210/660211		

## What will you do?

### Strategic focus

- Partner with our people leaders to make Manningham Council a great place to work.
- With a focus on building a workforce for the future, develop strategies with our partners to address complex people management issues.
- Undertake planning, policy and program development to implement our people priorities.

### Systems and processes

- Identify opportunities and implement actions that improve practices to enhance the customer experience.
- Deliver and promote value add people systems using a position management approach.
- Lead projects and activities in an integrated way to support organisational wide performance.

### People

- Partner with and coach people managers and HR team members to build capacity and capability.
- Undertake appropriate people management practices to foster a support team for your business partners.
- Drive workplace safety that is compliant and evident in all practices.
- Develop others to reach their full potential.
- Build and maintain internal and external relationships, critical to success.

## Who are you?

- Tertiary qualified in Human Resources or relevant discipline.
- A significantly experienced HR business partner with a customer focused approach to developing and delivering practical outcomes.
- An excellent communicator, able to listen intently and convey technical information in a simple, easy to understand manner.
- A problem solver, able to develop and implement innovative solutions to meet the needs of the business.
- An influencer who can build strong partnerships and relationships.
- A coach and mentor with the ability to supervise a small team.

## What do we expect?

- Model and lead our values.
- Be dedicated to delivering a consistent, connected and customer focused service.
- Be committed to maintaining a safe and healthy workplace.
- Act consistently with our Employee Code of Conduct.
- Be flexible and responsive and prepared to step up in times of need.

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## What are the Key Responsibilities?

<b>Service delivery</b>	<ul style="list-style-type: none"> <li>• Partner with allocated business areas to support them to manage their people throughout the employee life cycle.</li> <li>• Regularly engage with allocated business areas to understand and respond to their people needs.</li> <li>• Provide business areas with information, advice and support in line with our people priorities, policies and practices.</li> <li>• Assist business areas with workforce planning, in line with our agreed frameworks and processes.</li> <li>• Case manage and investigate employee and industrial relations matters.</li> <li>• Support recruitment process, assisting in the recruitment of the right people at the right time.</li> <li>• Actively promote and support the delivery of our people priorities, advancing Manningham as a great place to work.</li> <li>• Assist in the development, negotiation and implementation of industrial agreements.</li> </ul>
<b>Systems and process</b>	<ul style="list-style-type: none"> <li>• Facilitate the use of people data to support informed decision making.</li> <li>• Develop and implement work systems, practices and processes that support responsive and flexible customer service, are financially responsible, and demonstrate compliance with our legislative obligations.</li> <li>• Review and develop policies and practices, undertaking consultation with our business partners.</li> <li>• Support the maintenance of our establishment data and embed a position management approach.</li> <li>• Support the embedding of our values through integration in our people policies, practices and systems.</li> <li>• Lead projects, utilising our project management framework, to support the delivery of our people priorities.</li> <li>• Implement information management practices.</li> <li>• Participate in internal and external audits and implement audit actions.</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• Undertake people management practices in line with policies and procedures and relevant legislative requirements.</li> <li>• Implement induction processes for new employees that meet workplace safety requirements.</li> <li>• Complete the annual performance and development process for the team within allocated timeframes.</li> <li>• Develop others to be their best.</li> <li>• Build and maintain strong working relationships with stakeholders, representing the interests of the team and Manningham.</li> </ul>

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## What are the key requirements?

<b>Accountability and extent of authority</b>	<ul style="list-style-type: none"> <li>Responsible for partnering with allocated business areas, making recommendations and developing solutions to support them to manage their people within our existing policies and processes.</li> <li>Responsible for the improvement and implementation of policies and processes of the unit.</li> </ul>
<b>Judgement and decision making</b>	<ul style="list-style-type: none"> <li>Authority to make decisions and recommendations, and provide guidance on people policies and processes.</li> <li>Sound analytical skills, including the ability to develop innovative solutions to problems.</li> <li>Guidance is not always available from within the organisation.</li> </ul>
<b>Specialist knowledge and skills</b>	<ul style="list-style-type: none"> <li>Highly developed knowledge of human resources services, practices and work systems to optimise customer experience and deliver on business plans.</li> <li>Demonstrated ability to partner with internal customers to provide services and support that is consistent with organisation policies and practices.</li> <li>High literacy and computer skills.</li> <li>Strong project management skills.</li> <li>Knowledge of government and local government organisations, desirable.</li> <li>Understanding of organisational objectives and how they impact on the unit.</li> </ul>
<b>Management skills</b>	<ul style="list-style-type: none"> <li>Ability to inspire others and implement contemporary people management practices that are compliant with relevant legislation.</li> <li>Ability to supervise a small team and external contractors where necessary.</li> <li>Coaching and mentoring skills enabling the transfer of knowledge and skills in field of speciality.</li> <li>Demonstrated ability to complete tasks within tight timeframes and the flexibility to respond to changing priorities.</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>Highly developed communication skills and the ability to influence outcomes to achieve organisational objectives.</li> <li>The ability to build strong stakeholder partnerships and relationships.</li> <li>Excellent verbal communication skills, including the ability to present information in a clear concise manner.</li> <li>Excellent written communication skills including the ability to prepare concise and accurate reports.</li> <li>Demonstrated ability to resolve conflict situations.</li> </ul>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>A tertiary qualification in Human Resources or other related field.</li> <li>Significant demonstrated experience as a human resources business partner in a large, diverse or complex environment.</li> <li>Demonstrated experience in providing solutions focused customer service.</li> </ul>