



# HR Business Partner

## POSITION PROFILE

<b>Division</b>	Corporate Support	<b>Status</b>	Permanent, Full Time
<b>Unit Reports to</b>	People & Culture Talent & Employment Relations Lead	<b>Salary Grade Reviewed</b>	November 2020

## STRATEGIC INTENT

### 1. Increased confidence levels

To ensure our community, employees and stakeholders believe in Council's ability to develop an effective workforce able to meet our objective of creating a thriving community of active lives connected to nature.

### 2. Improved strength and sustainability

To ensure we evolve within our means, adapt to changing demands and provide best value from our limited resources creating a strong and sustainable future for our community through retaining talent and successfully supporting industrial relations and workforce change.

### 3. Improved Strategic Facilitation

To respect Council's role in providing value added services to the community now and in the future, by ensuring Council services evolve through open, informed and integrated strategic decision making with a focus on research, planning and performance management and measurement.

## POSITION PURPOSE

The purpose of this position is to partner with customer groups to provide high level value-add expertise in a range of complex, strategic Human Resources (HR) activities and programs.

The HR Business Partner will build effective partnerships with the Executive, Senior Managers and line managers within client groups in order to contribute to and as required lead HR strategies and solutions to achieve business goals and the strategic directions of the Council within Council policy and legislative frameworks.

In fulfilling this purpose, the position holder will demonstrate strategic thinking, facilitate collaborative and respectful relationships and accept personal accountability for achieving outputs.

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
<p><b>Leadership</b></p> <p>Lead and be responsible for supporting the delivery of all outputs and outcomes in relation to specified Functions, Processes and Activities in the People &amp; Culture Service Plan.</p>	<p>Delivery of all outputs and outcomes of the role within the People &amp; Culture Service Plan.</p>
<p><b>Partner Relationships</b></p> <p>Actively identifies, builds and sustains relationships with customer groups to understand business drivers and the environmental context. Advise, support and coach clients regarding people management matter.</p>	<p>Positive, effective and influential working relationships with clients</p>
<p><b>Change Management</b></p> <p>Provide strategic support to customer groups to facilitate smooth change management processes in accordance with relevant policy and legislative frameworks. This includes coaching Senior Managers and coordinating responses to union matters.</p>	<p>Implementation of effective change management principles ensuring minimal disruption and escalation to external bodies.</p> <p>Strategic support and advice to management and affected employees.</p>
<p><b>Employment Relations</b></p> <p>In collaboration with internal stakeholders and external advisors, provide guidance and support for matters referred.</p>	<p>Matters are satisfactorily resolved, minimising adverse financial and reputational risks.</p>
<p><b>Specialist Advice</b></p> <p>Provide specialist advice and support to customer groups regarding the consistent, compliant, effective implementation of corporate HR and related strategies, initiatives, policies and procedures (includes though is not limited to; supporting performance management; maintaining constructive employee relations; supporting/undertaking workplace investigations; and other terms and conditions of employment and other change initiatives and programs).</p>	<p>Implementation of robust strategies that meet the needs of Council.</p>
<p><b>Continuous Improvement</b></p> <p>Identify and implement continuous improvement of business processes and practices associated with specified Functions, Processes and Activities and associated projects.</p>	<p>Effective documentation in place including work instructions, project documentation and timelines.</p> <p>Identify obsolete and inefficient practices and recommend changes where appropriate.</p>

<b>Risk Management</b> Manage the risk associated with the delivery of specified Functions, Processes and Activities and associated projects.	Business risks are identified, assessed and managed to ensure successful delivery of objectives.
<b>Tactical Planning</b> Proactively contribute to the successful delivery of outcomes in the People & Culture Service Plan, Operational Plan, Delivery Programme and Workforce Strategy.	Successful delivery of outputs.
<b>Performance Management</b> Proactively monitor and self-manage performance.  Constructively engage with the Talent & Employment Relations Lead on performance.	Agreed performance measures met.
<b>Resource Management</b> Ensure effective resource management in the delivery of outputs.	Agreed performance measures met.
<b>Other</b> Any other duties within area of skill as directed.	Agreed performance measures met.

## PERFORMANCE EXPECTATIONS

Performance expectations for this position are as agreed and outlined in the position description and in annual performance and development plans.

## SELECTION CRITERIA / SUCCESS PROFILE

<b>Qualifications, Certificates or Licences</b>	Essential	<ul style="list-style-type: none"> <li>Tertiary qualifications in a relevant discipline and equivalent experience.</li> <li>A current Driver's Licence</li> </ul>
	Essential	<ul style="list-style-type: none"> <li>Significant experience providing specialist guidance and support, and contributing to the development and implementation of HR and related strategies, initiatives, in a complex or industrial environment.</li> <li>Significant experience in a broad range of HR functions including performance, change and industrial relations.</li> <li>High level interpersonal and communication skills, including the ability to build and maintain key relationships and influence others at all levels of the organisation.</li> </ul>

		<ul style="list-style-type: none"> <li>• Significant knowledge and experience in the interpretation and implementation of related legislation, awards and/or enterprise agreements</li> <li>• An ability to generate successful outcomes for the organisation and the community because: <ul style="list-style-type: none"> <li>○ You will have strong planning skills with a proven ability to use resources in the most effective way.</li> <li>○ You will have a proven ability to anticipate changing environments and to develop strategies to position stakeholders to make good decisions.</li> <li>○ You will have a proven ability to operate within a changing environment.</li> <li>○ You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective strategic relationships with people at all levels both internally and externally.</li> </ul> </li> </ul>
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## CORE CAPABILITIES

<b>Attributes</b>		<ul style="list-style-type: none"> <li>▪ <b>Leadership:</b> Interprets policy, legislation and uses professional training to provide strategic advice and management of HR related matters. Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism.</li> <li>▪ <b>Goals oriented:</b> Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative.</li> <li>▪ <b>Operational planning/thinking:</b> Critically examines the link between strategic outcomes and tactical outputs and determines what part of a strategic plan will be put into operation within a short term period (month/quarter) and sets milestones and conditions for successful delivery of outputs within this period.</li> <li>▪ <b>Communication skills:</b> Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters.</li> <li>▪ <b>Relationship management:</b> Able to build/ sustain strong relationships by winning respect at all levels through sound advice, reliability and personal integrity, constructively deal with difficult issues.</li> <li>▪ <b>Team focussed:</b> Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</li> <li>▪ <b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</li> </ul>
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## OUR VALUES

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ <b>Collaborate</b> – We are a united team. We work together to deliver great outcomes for our community</li> <li>▪ <b>Achieve</b>- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</li> <li>▪ <b>Respect</b> – We communicate openly, act with integrity and are inclusive</li> <li>▪ <b>Evolve</b> – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</li> </ul>
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## CORPORATE OBLIGATIONS

<b>Employees</b>	No direct reports. Unit structure attached.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Management</b>	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behaviour Guidelines.
<b>Enterprise Content Management</b>	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement