# POSITION DESCRIPTION

| Position Title: | Human Resources Business Partner |
|---|---|
| Directorate: | General Manager |
| Branch: | People and Culture |
| Salary Grade: | 5 |
| Status of Position: | Fulltime |
| Hours of Work per week | 35 |

## POSITION REPORTS TO:

Manager People and Culture

## PRIMARY PURPOSE OF THE POSITION:

To work in partnership with the organisation to deliver high quality Human Resources support that leads to sound organisational outcomes.

## KEY ACCOUNTABILITIES:

- Work in partnership with the organisation to deliver professional HR operational guidance and advice.
- Develop, implement and review Councils policies and procedures ensuring they meet legislative, best practise and organisational requirements.
- Partner with managers and supervisors in the recruitment and selection process including reviewing Position Descriptions, evaluating positions, relevant documentation and conducting Induction programs.
- Maintain Human Resources databases and system and provide statistical information and reports when required.
- Work collaboratively with managers and supervisors to ensure the coordination and processing of Councils Annual Review Process.
- Undertake special projects in the area of Human Resources Management as required from time to time.
- Develop and maintain productive professional relationships with colleagues, management, staff, union representatives and other stakeholders.
- The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training as per Clause 8 of Local Government (State) Award 2014

## KEY CHALLENGES:

- Exercise professional and independent judgement in problem solving and developing positive working relationships with managers / supervisors and employees where there are conflicting views on decisions or processes.
- Implementing best practice human resources processes in partnership with key stakeholders.

## KEY RELATIONSHIPS:

| Who | Why |
|---|---|
| **Internal** | |
| People and Culture Manager | • Provides direction for the role<br>• Escalate issues and receive instructions; receive and clarify guidance and instructions; report on progress against work plans |
| Senior staff | • To provide advice and coordinate HR processes in accordance with individual requirements |
| Other council employees | • Manage expectations and provide services |
| **External** | |
| Legal/IR Advisors<br>State cover<br>Unions<br>Other Councils<br>Consultants | • Manage the flow of information; seek clarification and provide advice and responses; respond to queries, identify needs, communicate services and redirect, escalate or resolve issues<br>• Develop and maintain effective working relationships and open channels of communication |

## RECRUITMENT SELECTION CRITERIA:

### ESSENTIAL

1. Cert IV in Human Resources or similar or demonstrated equivalent relevant experience.
2. Well developed interpersonal, written and verbal communication and influencing skills, including the ability to build effective working relationships across al levels of the organisation.
3. Demonstrated negotiation and facilitation experience in the resolution of complex/sensitive issues.
4. Contemporary industry knowledge and demonstrated generalist human resources experience including provision of solutions focussed advice.
5. Current Australian Driver licence.

### DESIRABLE

1. Basic Understanding of Local Government Act
2. Demonstrated understanding of job evaluation systems/processes

## KEY CAPABILITIES:

| Capability Group | Capability Name | Level |
|---|---|---|
| **Personal Attributes** | Display Resilience and Courage | Intermediate |
| | **Act with Integrity** | **Adept** |
| | **Manage Self** | **Adept** |
| | Value Diversity | Intermediate |
| **Relationships** | **Communicate Effectively** | **Adept** |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Intermediate |
| | Influence and Negotiate | Intermediate |
| **Results** | Deliver Results | Intermediate |
| | Plan and Prioritise | Intermediate |
| | **Think and Solve Problems** | **Adept** |
| | Demonstrate Accountability | Intermediate |
| **Business Enablers** | Finance | Intermediate |
| | Technology | Intermediate |
| | Procurement and Contract Management | Intermediate |
| | **Project Management** | **Adept** |
| **People Management** | Manage and Develop People | Intermediate |
| | Inspire Direction and Purpose | Intermediate |
| | Optimise Business Outcomes | Intermediate |
| | **Manage Reform and Change** | **Adept** |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence.

| Group and Capability | Level | Behavioural Indicators |
|---|---|---|
| **Personal Attributes**<br>Act with Integrity | Adept | • Represent the organisation in an honest, ethical and professional way and encourage others to do so<br>• Demonstrate professionalism to support a culture of integrity within the team/unit<br>• Set an example for others to follow and identify and explain ethical issues<br>• Ensure that others understand the legislation and policy framework within which they operate<br>• Act to prevent and report misconduct, illegal and inappropriate behaviour |
| Manage Self | Adept | • Look for and take advantage of opportunities to learn new skills and develop strengths<br>• Show commitment to achieving challenging goals<br>• Examine and reflect on own performance<br>• Seek and respond positively to constructive feedback and guidance<br>• Demonstrate a high level of personal motivation |
| **Relationships**<br>Communicate Effectively | Adept | • Tailor communication to the audience<br>• Clearly explain complex concepts and arguments to individuals and groups<br>• Monitor own and others' non-verbal cues and adapt where necessary<br>• Create opportunities for others to be heard<br>• Actively listen to others and clarify own understanding<br>• Write fluently in a range of styles and formats |
| **Results**<br>Think and Solve Problems | Adept | • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence<br>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options<br>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness<br>• Identify and share business process improvements to enhance effectiveness |
| **Business Enablers**<br>Project Management | Adept | • Prepare clear project proposals and define scope and goals in measurable terms<br>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements<br>• Prepare accurate estimates of costs and resources required for more complex projects<br>• Communicate the project strategy and its expected benefits to others<br>• Monitor the completion of project milestones against goals and initiate amendments where necessary |

| Group and Capability | Level | Behavioural Indicators |
|---|---|---|
| | | • Evaluate progress and identify improvements to inform future projects |
| **People Management**<br>Manage Reform & Change | Adept | • Actively promote change processes to staff and participate in the communication of change initiatives across the organisation<br>• Provide guidance, coaching and direction to others managing uncertainty and change<br>• Engage staff in change processes and provide clear guidance, coaching and support<br><br>• Identify cultural barriers to change and implement strategies to address these |