

POSITION DESCRIPTION

POSITION TITLE & NUMBER:	Senior Human Resources Business Partner (#502)
EMPLOYMENT STATUS:	Full time, Temporary to April 2025
CLASSIFICATION:	Band 7
FULL TIME STARTING SALARY:	\$99,276 plus superannuation
UNIT:	People and Culture

APPLICATION GUIDELINES

Please submit a cover letter, outlining why you are interested in this position and detailing your relevant experience with your current CV/resume.

THE CITY

Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future. The City works in partnership with our community to move toward this vision and deliver the Greater Bendigo Council Plan (Mir wimbul).

We are a values driven Organisation and committed to embracing diversity, flexibility and supporting employee training and development. The City provides a safe, inclusive and team orientated work place where people perform at their best. Further information is found at the [City of Greater Bendigo website](http://www.bendigo.vic.gov.au)

THE UNIT

The People and Culture unit works to ensure the organisation has the right people and right culture to deliver the right services and achieve the right outcomes, now and into the future. The unit achieves this purpose through strengthening corporate resilience and aligning the organisation's people, culture, services and performance to the organisation's changing strategy.

POSITION OBJECTIVE

- Provide specialist advice and support to people managers and staff in relation to agreement interpretation, change management, restructures, workplace and employee industrial relations (IR), conditions of employment, salary classifications and general human resource (HR) matters.

KEY RESPONSIBILITIES AND DUTIES

- Proactively support and assist people managers in effective HR management and IR matters including the effective and timely resolution of performance and disciplinary matters.
- Support with investigations into workplace issues, including performance, behavioural and disciplinary issues.
- Provide interpretation and advice on Council's Enterprise Agreements, relevant legislation, policies, procedures and terms of employment.
- Foster positive internal relationships and provide professional and timely advice and practical support on HR matters.
- Contribute to the development and implementation of long term staffing strategies and support work unit restructures.
- Support and contribute to the Enterprise Agreement bargaining process including negotiations, implementation and maintenance.

Our Values & Behaviours



- Support the development and review of HR related policies and procedures.
- Develop, review and evaluate position descriptions.
- Undertake HR projects and research and prepare analysis, reports and advice on key trends, issues and opportunities.

SKILLS AND ATTRIBUTES

Technical/specialist skills:	Human resources, industrial relations, change management, negotiation, attention to detail, problem solving
Personal attributes:	Communication, interpersonal skills, motivating, encouraging, innovative, time management

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator Human Resources
Supervises:	Nil
Internal Liaisons:	Staff members, Managers, Directors and other City employees
External Liaisons:	Employment Lawyers and investigators, Fair Work, WorkCover, Local Government, Unions, consultants and general public

ADDITIONAL INFORMATION

- A satisfactory Police Record Check and evidence of any required vaccinations is required for this position.
- You will comply with and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.

QUALIFICATIONS

- Degree or Diploma qualification with several years of subsequent relevant experience in Human Resources or similar discipline.

KEY SELECTION CRITERIA

- Demonstrated ability and proven experience to provide high level HR/IR advice and support to people managers and staff.
- Demonstrated knowledge and comprehension of interpreting and applying the Enterprise Agreements and other key legislative and industrial instruments.
- An effective team player with a strong customer service focus including the ability to interact and consult with a wide diverse range of managers and staff.
- Skills in managing time, setting priorities, planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible despite conflicting pressures.
- Excellent communication skills, both verbal and written with proven skills in quality report writing and preparing external correspondence.
- Experience in policy development and supporting the implementation of appropriate policies and procedures.

BAND 7 CLASSIFICATION DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

- Responsible for resource management, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- Responsible for providing specialist advice and to regulate clients, the freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.
- Input into policy development and formulation within the area of expertise, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by a more senior position. The quality of the work of these positions can have a significant effect on the policies which are developed.

JUDGEMENT & DECISION MAKING:

- The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. Ability to problem solve using the application of these established techniques to new situations and ability to recognise when these established techniques are not appropriate.
- Requirement to identify and analysis an unspecified range of options before a recommendation can be made into policy formulation.
- Guidance is not always available within the organisation.

SPECIALIST SKILLS & KNOWLEDGE:

- Knowledge of contemporary human resources and industrial relations.
- Experience in negotiating Enterprise Agreements.
- Analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures.

MANAGEMENT SKILLS:

- Supervise and provide guidance and support to staff.
- Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- An understanding and an ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employees development schemes.
- Contribute to the development and implementation of long term staffing strategies.

INTERPERSONAL SKILLS:

- Ability to demonstrate, display and promote the City's staff values and behaviours.
- Ability to provide excellent customer service in adherence to the City's Customer Service Charter.
- High level written and oral communication skills.
- Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other City employees to resolve intra-organisational problems.
- Ability and commitment to maintain confidentiality at all times.