

**Position Description**

<b>Position Title:</b>	<b>Strategic Partnering Manager</b>
<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Manager, People and Culture
<b>Direct reports:</b>	Approx. 5 direct reports (up to 6 indirect reports)
<b>Salary Point:</b>	SP20
<b>Work location:</b>	CAC and Depot
<b>Date revised:</b>	January 2023

**What's it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of creating a liveable, sustainable, inclusive global city. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What's it like working in People & Culture?**

The vision for People & Culture is to act as an enabler for the organisation to achieve its objectives through our people. This means ensuring appropriate investment in the internal capabilities of our people and planning our future workforce, while maintaining a strong focus on safety and wellbeing.

**What's the focus of this position?**

The Strategic Partnering Manager is a true partner to the Executive and Senior Leadership Team, contributing to business strategy, identifying solutions, and driving success through our people. The role is accountable for leading and developing a team of People and Culture Specialist in the areas of business partners, employee/industrial relations, payroll, remuneration and rewards to ensure effective, tailored solutions and strategies are delivered, workplace relations matters are resolved, compliance with legislative requirements, workforce capability is enhanced, and positive employee experiences are created.

**What you'll be doing:**

- Partner with the Leadership Team to contribute to business strategy, provide expertise and respond to business needs by delivering tailored and effective people strategy, initiatives, and solutions.
- Engage and lead the Strategic Partnering team to deliver solutions, strategies and sound advice to meet the diverse needs across CN.
- Define, develop, and lead the delivery of frameworks, solutions and services relating to business partnering, employee/industrial relations, payroll, remuneration and rewards.
- Understand the broader business context and needs and provide expert and informed strategic advice to support ongoing operations and people decisions.
- Conduct high level analysis of key people data and trends and how this can aid decision making in support of strategic priorities, advising appropriate actions as required.
- Support line managers through the performance review & development cycle, including performance improvement plans and development needs analysis.
- Manage the CN Salary System and support line managers through our salary progression application process and oversee job evaluations as part of the salary structure ensuring consistency, governance and relativities across CN
- Develop, maintain and implement People and Culture systems, processes, policies and infrastructure that deliver the strategic objectives of City of Newcastle.
- Develop and implement best practices across the whole employee lifecycle, the role will deliver compliance with all employer obligations (legal and ethical) and a consistently positive employment experience for people throughout the organisation.
- Define, develop, and lead the Industrial Relations function to drive successful organisational outcomes.
- Provide advice and assistance to leaders on contemporary workforce planning activities required to achieve our objectives.
- Lead the design of a diverse range of project work related to the workforce strategy and drive outcomes through continuous improvement.
- As a member of the People and Culture Senior Lead Team, manage and monitor the operational budget for Strategic Partnering, ensure reporting requirements are met and administrative functions are aligned to CN delegations and requirements.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your manager.

**The essentials you'll need:**

- Tertiary qualifications in human resource management, industrial relations or related discipline and/or relevant experience.
- Significant human resources operational and strategic experience at a senior leadership level, within a large functionally diverse organisation.
- Extensive experience in designing and implementing strategic and contemporary People and Culture initiatives.
- Significant experience in people leadership and demonstrated ability to mentor, coach, inspire and develop a diverse team of People and Culture professionals.
- High level oral and written communication, influencing, negotiation, and conflict resolution skills, with significant experience in building and maintain effective, collaborative working relationships across all levels of the organisation and with external stakeholders.
- Significant experience in industrial relations, building relationships with Unions and managing IR issues both within the organisation and through the Industrial Relations Commission (IRC).
- Strong business and commercial acumen with experience in contributing to business strategy and providing expertise and partnering to Executive and Senior Leadership.
- Demonstrated, highly developed personal capabilities including a strategic and growth mindset; an agile, flexible, and positive attitude; and strong personal leadership and accountability.

**Other valuable skills you may have:**

- Experience with local enterprise agreements negotiations.
- Experience working in a political environment.
- Experience in transforming a People and Culture function including championing the change and culture within the function and the wider organisation.
- Relationship and networking experience across Local Government or external agencies.

**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	