

POSITION DESCRIPTION

HUMAN RESOURCES BUSINESS PARTNER

POSITION NUMBER	P&C009
DIRECTORATE	Business and Corporate Services
SECTION	People and Culture
REPORTS TO	Head of People and Performance
DIRECT REPORTS	Nil
GRADE	15
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2020
DATE PREPARED	22 August 2018
DATE LAST UPDATED	28 April 2021

1. PURPOSE OF THE POSITION

The Human Resources Business Partner is a generalist role providing strategic and operational Human Resource Management (HRM) and Industrial/Employment Relations (IR/ER) services and support to the management and staff of Georges River Council. This is achieved through partnering with the business units, fostering strong relationships with your client group to deliver innovative solutions and effective outcomes for the organisation.

2. KEY ACCOUNTABILITIES

- 2.1 Provide hands-on, up-to-date and accurate HR and IR/ER advice to line management and staff.
- 2.2 Provide advice and interpretation of Award, Enterprise Agreements and other Legislation relevant to HRM and IR/ER.
- 2.3 Assist in the resolution of performance, disputes, grievances, conduct and other industrial matters.
- 2.4 Facilitate the counselling and discipline process with team leaders, supervisors and managers as required.
- 2.5 Resolve ER/IR issues and implement strategies to reduce such issues and enhance performance.
- 2.6 Work collaboratively with the Talent Acquisition Partner to deliver and evaluate strategies for sourcing, attracting, appointing and on boarding employees.
- 2.7 Manage the annual Skill and Performance Reviews and support Line Managers and staff through the process.
- 2.8 Coach and provide operational support and guidance to Managers, Supervisors and Team Leaders on their HRM and IR/ER responsibilities including employee relations/counselling, performance management, job design, remuneration and benefits, recruitment, job evaluation, compliance, employee development.
- 2.9 Develop, communicate, implement and review HRM policies and procedures that support the organisation and reflect current industry best practice.

- 2.10 Coach and develop line managers around HR policies, processes and ways of working.
- 2.11 Assist in the development and implementation of the Human Resources Business Plan and complete projects assigned as part of the process.
- 2.12 Provide statistical reports & undertake research and analysis of data and written material including HR Metrics & Benchmarking.
- 2.13 Assist with the organisation employee opinion survey; and develop and implement strategies to narrow the gap between the desired and actual culture.
- 2.14 Assist in maintaining the Human Resources Information System.
- 2.15 Ensure the integrity and confidentiality of information in all areas of responsibility.
- 2.16 Maintain confidential and systematic electronic and manual records and filing system.
- 2.17 Provide professional and customer focused services both internally and externally.
- 2.18 Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities.
- 2.19 Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves better practice and strategic objectives.
- 2.20 Drive standardisation and improvement across and within business units in order to standardise, simplify and continuously improve HR service delivery.
- 2.21 Ensure EEO and WHS principles are adhered to in all areas of responsibility.
- 2.22 Other duties as required.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council



8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

9.1 Tertiary qualifications in HR/IR/ER or related field.

Essential

9.2 Extensive experience in strategic and operational Human Resources at a senior level.

9.3 Demonstrated high-level knowledge of Human Resource functions, including:

- Management of ER/IR issues
- Interpretation and application of relevant legislation and regulations
- Recruitment and Selection
- Performance Management
- Remuneration and Reward

9.4 Excellent communication and influencing skills.

9.5 Demonstrated ability to manage concurrent projects with competing deadlines.

9.6 Demonstrated high level analytical thinking, problem solving skills and initiative, including ability to initiate and respond effectively to change, and solve complex workplace issues.

9.7 Business partnering skills and the ability to formulate effective solutions to meet business requirements.

9.8 Demonstrated high level computer skills and ability to use a variety of office based software.

9.9 A personal style which reflects Council values and achieves the desired results whilst maximizing Council's reputation.

9.10 Demonstrated commitment to customer service, continuous improvement, learning, EEO, Workplace Health and Safety and ethical principles.

9.11 Proven ability to build strong trusting relationships with internal and external customers.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

PP1 - Comprehensive pre-employment medical assessment excluding audio and lung function test

