

Position description

Human Resources Business Partner

Division:	Corporate Services
Department:	Human Resources
Reports to:	Senior HR Business Partner
Number of direct reports:	Nil
Location:	MidCoast Region
Grade:	9
Employment status:	Permanent, Full Time
Date approved:	April 2020

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Human Resources Vision

“Make our organisation and community a better place by enabling, supporting and empowering our workforce to deliver high quality outcomes”.

Position Overview

Reporting to the Senior HR Business Partner, the HR Business Partner is responsible for delivering high quality people outcomes to the assigned Division. This includes delivery of the following services: provision of general HR advice, job design and evaluation, recruitment and selection, onboarding and probation, performance reviews, grievances, recognition and reward, remuneration systems and employee separations.

Key Accountabilities & Duties

- Partner with assigned Divisional leaders to ensure an understanding of their business needs and provide high quality advice and support on people matters.
- Ensure the delivery of high quality HR services including:
 - Provision of general HR advice
 - Job design and evaluation
 - Recruitment and selection
 - Onboarding and probation
 - Monitoring of contracts, secondments and part time work agreements
 - Performance reviews
 - Management of grievances
 - Recognition and reward
 - Remuneration systems
 - Employee separations.
- Work collaboratively with Senior HRBPs, other HRBPs and the Senior ER Officer to ensure consistent delivery of services.
- Participate in Human Resources projects as required.
- Contribute to the delivery of the Human Resources Department Operational Plan.
- Provide a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- Contribute to a culture of continuous improvement.
- Role model and encourage behaviours that align with Council's Organisational Values.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Essential Requirements

1. Tertiary level qualification in human resources, employment relations, organisational development, business or a similar field.
2. Experience in a human resources role in a complex and diverse organisation.
3. Experience partnering with organisational leaders with a proven track record of delivering quality people outcomes.
4. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
5. Current Class C Drivers Licence.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes No

Is a criminal record check required for this position?

Yes No