



## Human Resources Business Partner Job Description

<b>Area:</b>	<b>ALL Miwatj Health East Arnhem Region</b>
<b>Job Title:</b>	<b>Human Resources Business Partner</b>
<b>Classification:</b>	<b>AO6 + super (depending on skills and experience)</b>
<b>Salary</b>	<b>\$90,481 - \$101,150</b>
<b>Work Unit:</b>	<b>Human Resources</b>
<b>Reports to:</b>	<b>Manager, Human Resources</b>
<b>Direct Reports:</b>	<b>Nil</b>
<b>Employment Conditions</b>	<b>Miwatj Health Aboriginal Corporation EA 2018</b>

### OUR VALUES

**Compassion** care and respect for our clients and staff and pride in the results of our work

**Accountability** and transparency

**Cultural Integrity** and safety while recognizing cultural and individual differences

**Continual** capacity building of our organization and community

**Driven** by evidence-based practice

### Primary Objective

Championing the Miwatj People Strategy function through excellence in compliance.

Providing a high level of HR generalist support to the Human Resources Manager through attention to detail within a suite of activities.

Coaching line managers and ensuring the objectives of the Miwatj performance management and staff appraisal procedures are achieved through consistent application throughout the organization.

Working closely with the Human Resources Manager provide guidance, support and information on all employee matters to managers and employees to develop situational solutions as required.

### Key Responsibilities:

1. Provide generalist human resources support and advice to managers in accordance with MHAC policies and procedures.
2. Implement a continuous improvement process for the HR function.
3. Working with the HR Manager ensuring the effective delivery of workplace solutions, taking ownership for the management of dispute resolution, discipline processes and the conduct of workplace investigations.
4. Provide guidance to line managers in the application and interpretation of relevant agreements, awards, policies and legislation.
5. Ensure HR policies are regularly reviewed to ensure they are consistent with best practice standards.

6. Maintain HR information systems and reporting processes. Produce HR documents as required including staff contracts, performance reviews, appraisals and probation reports in a timely manner in compliance with Miwatj policies and procedures.
7. Other duties as directed by the Human Resource Manager within skills and competencies while working within a quality improvement framework.

### **Selection Criteria**

#### **Essential minimum requirements:**

1. A demonstrated knowledge and understanding of Aboriginal and / or Torres Strait Islanders societies and culture. An appreciation of the issues affecting Aboriginal and / or Torres Strait Islanders in contemporary society and the diversity of circumstances of these peoples.
2. Excellent written and oral communication skills.
3. Demonstrated sound organizational skills and attention to detail.
4. Knowledge of contemporary management practices, including Diversity, WH&S and Records Management
5. Tertiary qualifications in a Human Resources Management related field as well as 3+ years relevant experience in a generalist Human Resources role.
6. Demonstrated ability to work collaboratively as part of a team as well as work with minimal supervision as required
7. Current Australian driver's license

#### **Desirable**

1. Aboriginal or Torres Strait Islander descent.
2. Ability to achieve successful conflict resolution through negotiation and mediation.
3. Experience working in a remote Aboriginal community.
4. Ability to speak an Aboriginal language from the region and/or knowledge of traditional kinship systems operating in the region.
5. Demonstrated understanding of Aboriginal workforce issues in an NT context.

### **Delegation Authority / Other Functions**

#### **ONLY IF APPLICABLE**

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies. If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked. The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

### **Acceptance of Responsibilities**

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
	(Employee)	(Manager)
Signed:		
Date:		

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