

Human Resources

Business Partner

Position Description



Position number:	1116
Classification:	Band 7
EA:	Moreland City Council Enterprise Agreement
Department:	Business Transformation
Branch:	People & Safety
Unit:	Human Resources
Reports to:	Unit Manager Human Resources
Supervises:	N/A
Approved by:	Manager People & Safety

Organisational values:



Position objectives

- Partner with specified departments and business units to provide accurate and timely Human Resources and Employee Relations and Industrial Relations advice to employees, supervisors and managers.
- Deliver human resources services consistent with Council Plan objectives, Code of Conduct, our organisational values and our compliance obligations.

Key responsibility areas

Coaching and Developing People Leaders

- Support, coach and build the knowledge of people leaders in all areas of HR, ER and IR.

Case Management

- Ensure case management of discipline, grievance, injured or ill employees is managed in line with confidentiality requirements, agreed timeframes, compliance requirements and consistent with policies and procedures.

Employee Relations and Industrial Relations Advice

- Provision of high level employee and industrial relations advice to staff, management, including leading and/or supporting projects, undertaking health checks, investigations, EA negotiations and representation at FWC/Tribunals.
- Interpretation of Council's Enterprise Agreement, Awards and relevant legislation.

Change Management

- Support organisational change processes, working closely with management staff to identify the case for change, implementing processes, engaging with stakeholders and implementing sustainable change which support the broader Council objectives.

Policy Review / Formulation

- Lead and/or support the development and review of HR policies and procedures and HR templates to ensure they are up to date, relevant, disseminated across the organisation and compliant in terms of records management/privacy compliance.

HR Projects / Continuous Improvement

- Support the development and roll out of all HR related projects as assigned by the Unit Manager Human Resources and Manager People & Safety.
- Participate in continuous improvement processes, and partner closely with the Unit Manager Human Resources and Manager People & Safety to develop plans, strategies and policies which deliver a high performing team and organisation.

HR Reporting

- Leverage available technological and business systems to deliver timely and accurate reporting on HR metrics.

Remuneration

- Administer and provide advice on remuneration issues, salary packaging and total remuneration packaging details required for governance, payroll and contracts of employment.

Culture

- Support a positive and proactive team culture which reflects the values and preferred culture of Council.

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.
- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	All People & Safety staff, specified client groups, Union Delegates, Health and Safety Representatives, Contact Officers, Directors, Managers and Supervisors and more generally Council employees at all levels.
External Relationships	Union Officials, legal practitioners, other local governments,

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

1. Accountability and Extent of Authority:

- Accountable for providing timely, accurate and effective human resources advice and solutions across a broad range of human resources issues.
- Authorised to undertake research and formulate policies and procedures that address human resource management issues across the Council.
- Accountable for accurate and timely interpretation and application of relevant legislation, Awards, Enterprise Agreement and policies.
- Accountable for the provision of accurate and timely remuneration information to a range of stakeholders.
- Provision of advice with freedom to act generally prescribed by a more senior position.

2. Judgement and Decision Making:

- Advise and make recommendations to client groups, Unit Manager Human Resources and Manager People & Safety on a broad range of human resources issues, often requiring research, analysis and consultation.
- The role is specialised and the incumbent has discretion to apply diverse methods and procedures developed from precedent and theory congruent with applicable legislation, the Award and policies and procedures.

3. Specialist Knowledge and Skills:

- Extensive generalist HR experience gained in a similar role within a complex operating environment.
- Sound knowledge of applicable legislation, human resource policies and procedures and recruitment procedures.
- Skill and experience in applying contemporary HR practice and a knowledge of emerging HR issues and trends.
- Facilitation skills and experience.
- Counselling skills.
- Conflict resolution and negotiation skills.
- Proficiency with the Microsoft Office suite of products and the use of HR information systems.
- Knowledge and experience of remuneration practice and processes.
- Knowledge and familiarity of principles and practices of budgeting and accounting/financial procedures.
- Analytical and investigative skills in policy formulation.

4. Management skills:

- Effective time management skills i.e. setting priorities, organising work and meeting deadlines.
- Ability to coach and support clients in relation to Human Resources policies and practices.
- Well-developed problem-solving skills.
- Effective change management skills.
- Expected to contribute to long term staffing strategies.

5. Interpersonal Skills:

- Ability to work effectively in teams to deliver positive organisational outcomes.
- Ability to work independently and to influence others.
- Excellent written and verbal communication skills, which facilitate interaction, cooperation, trust and mutual learning with colleagues and stakeholders.
- Strong conflict resolution and negotiation skills.
- Sound business ethics.
- Well-developed skills in providing timely and objective advice to client groups.
- Proven ability to maintain high levels of confidentiality.
- Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems.

6. Qualifications and Experience:

- Degree or Post Graduate qualification in a relevant management and/or HR related discipline.
- Extensive experience gained in a generalist HR role within a complex organisational environment.
- Experience in managing complex industrial and employee relations issues (i.e. grievances, disciplinary matters, FWC claims, EEO issues, enterprise bargaining).
- Demonstrated ability to develop a customer centric approach and partner with all levels of management and staff to coach and support in relation to Human Resources service provision.
- A sound track record of delivering positive organisational HR outcomes.

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(x)	()
-below 10kgs	()	()	(x)	()
Manual handling frequency	()	()	(x)	()
Repetitive manual work	()	()	()	(x)
Repetitive bending/twisting	()	()	()	(x)
Working with arms above head	()	()	()	(x)
Lifting above shoulder height	()	()	()	(x)
Using hand tools – vibration/powerd	()	()	()	(x)
Operating precision machinery	()	()	()	(x)
Close inspection work	()	()	()	(x)
Wearing hearing protection	()	()	()	(x)
Wearing eye protection	()	()	()	(x)
Working in dusty conditions	()	()	()	(x)
Working in wet/slippery conditions	()	()	()	(x)
Wearing Gumboots	()	()	()	(x)
Wearing safety shoes/boots (steel cap)	()	()	()	(x)
Working with	()	()	()	(x)
chemicals/solvents/detergents	()	()	()	(x)
Washing hands with soap (hygiene)	()	()	()	(x)
Working at heights	()	()	()	(x)
Working in confined spaces	()	()	()	(x)
Working in chillers (+4 degrees C)	()	()	()	(x)
Performing clerical duties	(x)	()	()	()
Working on a keyboard	(x)	()	()	()
Driving cars and/or trucks	()	()	(x)	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- Proven generalist HR experience gained in a similar role within a complex operating environment.
- Sound knowledge of applicable legislation, human resources policies and procedures and recruitment procedures.
- Demonstrated ability to develop a customer centric approach and partner with all levels of management and staff to coach and support in relation to Human Resources service provision.
- Degree or Post Graduate qualification in a relevant management and/or HR related discipline.
- Experience in managing complex industrial and employee relations issues (i.e. grievances, disciplinary matters, FWC claims, EEO issues, enterprise bargaining).
- Excellent written and verbal communication skills, which facilitate interaction, cooperation, trust and mutual learning with colleagues and stakeholders.