

POSITION DESCRIPTION	
Title:	Human Resources Business Partner
Group:	Human Resources
Reports to:	Group Manager Human Resources
Grade:	17
Hours:	35 hours per week
Vehicle:	No
Position Purpose	
<p>This position sits within the Human Resources (HR) group and reports to the Senior Human Resources Business Partner. The Human Resources Business Partner provides best practice human resources services and support to clients. They will be expected to develop strong working relationships with Managers in their portfolio and develop an understanding of the business and their needs.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Degree qualification in Human Resources, Psychology or a related field • Extensive experience in a generalist human resources role including, training, recruitment, industrial relations, performance management and change management • High level interpersonal, teamwork, communication and negotiation skills • Experience in managing conflicts including grievances, investigations and performance matters • Can do attitude and ability to develop and maintain effective workplace relationships with an approachable style and ability to find innovative solutions to human resources challenges • Well developed planning, coordination and problem solving skills and ability to adhere to strict time lines • Demonstrated ability to interpret and apply employment related legislation and provide quality and timely information and advice on human resources policy issues • Demonstrated commitment to quality customer services and continuous improvement • Ability to manage multiple issues and projects with completing deadlines • Experience in using a quality management system or other business improvement initiatives 	

Desirable:

- Experience in workplace investigations
- Certificate IV in Workplace Training and Assessment

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councilors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Business Partner Functions

- Provide timely and professional advice and services to the organisation including:
 - developing and implementing human resources policies and procedures.
 - coaching and advice on performance management and industrial issues .
 - advice on award interpretation and conditions of employment.
 - educating client base on human resource process and systems.
 - monitoring terms of employment including: probationary employees, temporary employment arrangements and casual employment to ensuring compliance with Councils policies, Local Government (LG) Award and other legislation.
 - provide specialist advice and services related to recruitment (processing requisitions, advertising and appointments) as needed.
 - present information and training sessions to staff on topics as needed.
 - undertake human resources projects, researching issues and developing recommendations.
 - perform coaching for staff when required to assist with staff personal development need, undertake job evaluations and provide guidance on design and development of positions and position descriptions
- Work with Managers and staff to ensure that workplace conflicts, grievances and other matters are resolved in an appropriate and timely manner.
- Conduct exit interviews for exiting staff and provide summarised reports to management.
- Works closely with Executive and Senior Managers, Co-coordinators/Team Leaders and other Human Resources and Payroll staff to improve business relationships, build morale, and increase productivity and employee engagement.
- Oversees the implementation and delivery of key human resource initiatives as the key interface between Human Resources and the respective Directorate.
- Use relevant policies and legislation to provide expert human resource advice to managers and staff regarding recruitment, performance management, employee relations and conditions of employment.
- Oversee the recruitment and performance management functions and supervise the Recruitment and On-boarding Human Resources Officer in the absence of the Senior Human Resources Business Partner.
- Support the development, implementation and review of corporate programs, including communication and implementation of workplace improvements.
- Provide expert advice in the management of Council's recruitment activities for specialist and senior positions within portfolio.

- Participate in the development of Councils training plan and learning needs analysis.
- Provides reports in areas of responsibility (e.g. Integrated Planning and Reporting (IP&R), Human Resources quarterly reports, business plans, workforce plans etc).
- Gather and submit evidence relating to internal investigations and record findings in investigative reports.
- Manage human resources projects and programs as required.
- Provide support in the implementation of human resources systems and process improvements.
- Other duties within limits of skills, experience and competence as directed.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.