

<b>POSITION DESCRIPTION</b>	
<b>Title:</b>	<b>Human Resources Business Partner</b>
<b>Group</b>	<b>Human Resources</b>
<b>Reports to:</b>	<b>Group Manager Human Resources</b>
<b>Grade:</b>	<b>17</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Purpose</b>	
<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>	
<b>Qualifications and Experience</b>	
<i>(Minimum required/essential for success in the job)</i>	
<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Degree qualification in Human Resources, Psychology or a related field.</li> <li>• Extensive experience in a generalist human resources role including, training, recruitment, industrial relations, performance management and change management.</li> <li>• High level interpersonal, teamwork, communication and negotiation skills.</li> <li>• Experience in managing conflicts including grievances, investigations and performance matters.</li> <li>• 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.</li> <li>• Well developed planning, coordination and problem solving skills and ability to adhere to strict time lines.</li> <li>• Demonstrated ability to interpret and apply employment related legislation and provide quality and timely information and advice on human resources policy issues.</li> <li>• Demonstrated commitment to quality customer services and continuous improvement.</li> <li>• Ability to manage multiple issues and projects with completing deadlines.</li> <li>• Experience in using a quality management system or other business improvement initiatives.</li> </ul>	

**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, Councillors, 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-ordinators/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 Council's Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability

### Position Description and Competency Assessment Record

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
<b>Salary Step 1</b>				
Progression is subject to the ongoing demonstration of the essential skills required for appointment to the position as well as the following additional competencies (skills). <b>Typically, the time taken to acquire and use Level 1 skills is 3 months experience and/or training</b>	In relation to each of the main tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard.			
Develop, implement, administer and maintain Council's Human Resources policies and procedures.	<b><u>Basic level</u></b> Demonstrated knowledge of Council's policies and procedures relevant to area of responsibility			
Assist in the coordination of Council's annual Performance and Development Review process.	<b><u>Basic level</u></b> Maintain records of Council's salary and performance management system			
Coordinate Council's recruitment and selection process.	<b><u>Basic level</u></b> Gain knowledge of Council's recruitment and selection process			
Provide support in the running of staff training and development activities as requested.	<b><u>Basic level</u></b> Gain knowledge of training programs attended by Council employees			
	<b><u>Basic level</u></b>			
	<b><u>Basic level</u></b> Gain an understanding of the HR modules of CHRIS 21			
HR projects as directed by the Organisation Development Manager.	<b><u>Basic level</u></b>			
Other duties within limits of skills, experience and competence as directed by the Organisation Development Manager.	<b><u>Basic level</u></b>			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<u><b>Basic level</b></u> Complete essential elements of Council 3 month induction Provide effective service to customers Follow defined OHS policies and procedures Ability to work as part of a team Ability to accept responsibility for and manage own work Knowledge of Council's information systems: <ul style="list-style-type: none"> <li>• <i>Microsoft Office (may specify Word/Excel)</i></li> <li>• <i>Dataworks</i></li> <li>• <i>CHRIS 21</i></li> </ul>			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organisational Values in all work performed			
<b>Salary Step 2</b>				
Progression is subject to the ongoing demonstration of the competencies (skills) previously required at Step 1 against the assessment criteria/standards; as well as the following additional competencies (skills). <b>Typically, the time taken to acquire and use Level 2 skills is one year experience and/or training</b>	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			
Develop, implement, administer and maintain Council's Human Resources policies and procedures.	<u><b>Solid working level</b></u> Advice on policies and procedures is provided to managers in a timely and effective manner Ability to negotiate on points of dispute over council policy and procedures is demonstrated			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Assist in the coordination of Council's annual Performance and Development Review process.	<b><u>Solid working level</u></b> Review and update salary and performance documents to ensure relativity			
Salary Packages	<b><u>Solid working level</u></b> Reconcile and administer packages accurately and efficiently			
Provide support in the running of staff training and development activities as requested. Monitor Training Budget	<b><u>Solid working level</u></b> Ability to negotiate agreements with people external to council is demonstrated Monitor training budget to ensure effective utilisation.			
	<b><u>Solid working level</u></b>			
	<b><u>Solid working level</u></b>			
HR projects as directed by the Organisation Development Manager.	<b><u>Solid working level</u></b> Manages new projects and programs to completion Ability to design and implement strategies for introduction of projects and programs is demonstrated			
Other duties within limits of skills, experience and competence as directed by the Organisation Development Manager.	<b><u>Solid working level</u></b>			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<b><u>Solid working level</u></b> Knowledge of council structure and services is applied Knowledge of council policies and procedures is applied Works in a local government context with the ability to assess the political implications of situations Competent working knowledge of Council's information systems: <ul style="list-style-type: none"> <li>• <i>Microsoft Office (may specify Word/Excel)</i></li> <li>• <i>Dataworks</i></li> <li>• <i>CHRIS 21</i></li> </ul>			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Demonstrates the Key Organisational Values	Consistently demonstrates the Key Organizational Values in all work performed			
<b>Salary Step 3</b>				
<ul style="list-style-type: none"> <li>List the additional tasks that an employee would be expected to undertake for progression to Step 3 as additional skills are acquired and applied at Step 2</li> <li>This represents the ‘fully skilled’ level. The skills for Step 1, 2 and 3 are the total skills required to perform the main activities/tasks</li> </ul> <b>Typically, the time taken to acquire and use Level 3 skills is one year experience and/or training</b>	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			
Develop, implement, administer and maintain Council’s Human Resources policies and procedures.	<u><b>Comprehensive level</b></u> Provide complex advice on HR issues including comprehensive researching of the matter Able to confidently liaise with senior officers to provide alternatives but includes making a recommendation on the best alternative Information and advice is unbiased and independent Develop or recommend improvements to Council policies and procedures			
Assist in the coordination of Council’s annual Performance and Development Review process.	<u><b>Comprehensive level</b></u> Review and recommend improvements to salary and performance management system			
	<u><b>Comprehensive level</b></u>			
Provide support in the running of staff training and development activities as requested.	<u><b>Comprehensive level</b></u> Evaluate programs based on feedback from participants			
	<u><b>Comprehensive level</b></u>			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
	<b><u>Comprehensive level</u></b> Review and update HR processes for CHRIS 21 data entry and the information gained from standard reports			
HR projects as directed by the Organisation Development Manager.	<b><u>Comprehensive level</u></b> Manage major project work Ability to undertake forward planning, budgeting and scheduling of major projects is demonstrated			
Other duties within limits of skills, experience and competence as directed by the Organisation Development Manager.	<b><u>Comprehensive level</u></b>			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<b><u>Comprehensive level</u></b> Expert working knowledge of Council's information systems: <ul style="list-style-type: none"> <li>• <i>Microsoft Office (may specify Word/Excel)</i></li> <li>• <i>Dataworks</i></li> <li>• <i>CHRIS 21</i></li> </ul> Recommend improvements to existing systems and procedures			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organizational Values	Consistently demonstrates the Key Organizational Values in all work performed			
<b>Salary Step 4</b>				
Step 4 is the "Higher or Advanced Skill Level", and the progression requirements are to be identified by the responsible supervisor/manager in agreement with the employee. This may include: <ul style="list-style-type: none"> <li>• The acquisition and use of additional skills of agreed benefit to Council: or</li> <li>• Demonstrating an enhanced level of existing skills.</li> </ul>	In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard			



Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
<b>Typically, the time taken to acquire and use Level 4 skills is one year experience and/or training</b>				
Undertake a limited number of tasks of higher graded position under supervision	Higher level position base skills/tasks undertaken include: <ul style="list-style-type: none"> <li>Place examples here – <i>may include activities such as assisting in specific duties of manager e.g. budget preparation, management plan involvement</i></li> </ul>			
Gain exposure to other sections of Council	Participate in activities unrelated to normal tasks/activities involving other sections including: <ul style="list-style-type: none"> <li>Place examples here – <i>may include participation in projects with different sections, involvement in a corporate process review team</i></li> </ul>			
Progress with professional development/ specialist experience/management exposure (undertaken at the employee's own expense and time, unless specifically identified as a requirement under Council policy where support will be provided)	Has continued professional development by obtaining relevant qualifications and experience such as: <ul style="list-style-type: none"> <li>Place examples here – <i>may include Local Government Certificates, Masters degree, work related certificates such as Grader Operation, HR driver's licence</i></li> </ul> Has undertaken the following duties associated with managing staff; <ul style="list-style-type: none"> <li>Place examples here - <i>may include being wholly responsible for a small project or having involvement in determining labour requirements and rosters</i></li> </ul>			
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<b><u>Solid working level</u></b> Relevant policies and procedures are followed including: <i>Place examples here, which may include</i> <ul style="list-style-type: none"> <li><i>Purchasing policy</i></li> </ul>			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organizational Values	Consistently demonstrates the Key Organizational Values in all work performed			
Contribute to the overall management of the organisation	Ability to relieve in Manager/Supervisor's position.			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
	Work is organised to ensure a smooth workflow, All tasks are completed in an accurate and timely manner, in accordance with established procedures			
<b>Salary Step 5</b>				
<p>Step 5 is the “Higher or Advanced Skill Level”, and the progression requirements are to be identified by the responsible supervisor/manager in agreement with the employee. This may include:</p> <ul style="list-style-type: none"> <li>• The acquisition and use of additional skills of agreed benefit to Council: or</li> <li>• Demonstrating an enhanced level of existing skills.</li> </ul> <p><b>Typically, the time taken to acquire and use Level 5 skills is one year experience and/or training</b></p>	<p>In relation to each of the additional tasks identify the assessment criteria (the agreed standard for the use of skills in performing the task) which will provide evidence that the skills have been applied to the required standard</p>			
Undertake a limited number of tasks of higher graded position under supervision	<p>Higher level position base skills/tasks undertaken include:</p> <ul style="list-style-type: none"> <li>• Place examples here – <i>may include activities such as assisting in specific duties of manager e.g. budget preparation, management plan involvement</i></li> </ul>			
Gain exposure to other sections of Council	<p>Participate in activities unrelated to normal tasks/activities involving other sections including:</p> <ul style="list-style-type: none"> <li>• Place examples here – <i>may include participation in projects with different sections, involvement in a corporate process review team</i></li> </ul>			
Progress with professional development/ specialist experience/management exposure (undertaken at the employee’s own expense and time, unless specifically identified as a requirement under Council policy where support will be provided)	<p>Has continued professional development by obtaining relevant qualifications and experience such as:</p> <ul style="list-style-type: none"> <li>• Place examples here – <i>may include Local Government Certificates, Masters degree, work related certificates such as Grader Operation, HR driver’s licence</i></li> </ul> <p>Has undertaken the following duties associated with managing staff;</p> <ul style="list-style-type: none"> <li>• Place examples here - <i>may include being wholly responsible for a small project or having involvement in determining labour requirements and rosters</i></li> </ul>			

Main Activities/Tasks (Units of Competency)	Assessment Criteria/Standards for the Use of Skills	Acquired Yes/No	Applied Yes/No	Comments/Training Required
Adhere to Shellharbour City Council's corporate standards, systems and procedures	<b><u>Solid working level</u></b> Relevant policies and procedures are followed including: <i>Place examples here, which may include</i> <ul style="list-style-type: none"> <li><i>Purchasing policy</i></li> </ul>			
Participate in Performance and Development Review process to manage own performance	Evaluates own progress against agreed objectives, as set in Performance and Development Review			
Demonstrates the Key Organizational Values	Consistently demonstrates the Key Organizational Values in all work performed.			
Contribute to the overall management of the organisation	Ability to relieve in Manager/Supervisor's position. Work is organised to ensure a smooth workflow, All tasks are completed in an accurate and timely manner, in accordance with established procedures			

**Certificate and Acknowledgment of the Content Above** (This is both a certification and acknowledgment of the position as described)

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(Signature of Supervisor/Manager)

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(Signature of Occupant)