

Position Description

HR Business Partner



Safety People and Performance

Reporting to Manager People Programs and Capability

Position Purpose

Partner with business leaders to deliver a business transformation program as well as provide coaching, support and advice on a range of Human Resource matters including workplace planning, organisational design and building performance and put safety first.

Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Provide HR Leadership to the A&A transformation program ensuring best practice HR/ IR and change is implemented to ensure business and people benefits of the program are fully realised.
4. Develop and deliver the IR, change and coms strategy for the A&A Program.
5. Provide ongoing advice, coaching, direction and training to the business leaders and teams on a diverse range of human resource topics to build stronger P&C knowledge and capability across WaterNSW
6. Provide responsive, accurate services for escalated P&C matters, assisting to resolve difficult enquiries, the handling of significant grievances and implementation of corrective actions as required to meet customer needs
7. Establish strong internal working relationships and to support the delivery of broader P&C strategies and frameworks as required soliciting feedback and measuring customer satisfaction.

Key Challenges

- Working through ambiguity to navigate and define the direction of the A&A transformation program

- Delivering change in a complex and diverse environment where there are multiple and interdependent change programs.

Significant Internal Relationships

Stakeholder	Purpose of Relationship
Leadership Team (Executive & Senior Managers)	<ul style="list-style-type: none"> • Provide insights and directional advice for the A&A program • Collaborate to solve program issues
Project Team	<ul style="list-style-type: none"> • Provide guidance, support, coach & mentor team members • Work collaboratively to contribute to achieving team outcomes
Subject Matter Experts	<ul style="list-style-type: none"> • Consult & collaborate to resolve project related issues • Communicate as required to ensure project success

Only nominate key internal relationships or groups of employees (i.e. field-based teams) outside of the immediate team with whom this person will have significant regular contact.

Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

WaterNSW Leadership & Performance Competencies

People	Level	
Communicating With Influence	C	<ul style="list-style-type: none"> • Generates interest in complex ideas and concepts • Builds support by taking the time to educate and consult others • Uses storytelling effectively to meaningfully convey key messages

Managing Change	C	<ul style="list-style-type: none"> Leads and engages teams in all aspects of the change process Provides coaching to employees and teams to manage change effectively Creates a safe environment in times of change to express views Understands the need to apply effective change disciplines to achieve business outcomes
Coaching and Developing Others	C	<ul style="list-style-type: none"> Builds a safe and open team environment where robust feedback and growth is valued Supports and assists ongoing opportunities for growth and development Has the courage to provide honest, candid development feedback and coaching on an ongoing basis Ensures the team has a robust talent and succession pipeline

Customer	Level	
Partnering And Advice	C	<ul style="list-style-type: none"> Consider broader purpose and the long-term context of the customer when providing advice Provides sophisticated and value adding insights for customers Assists customers to explore new ideas and to navigate the road ahead
Collaboration & Engagement With Customers and Stakeholders	C	<ul style="list-style-type: none"> Proactively builds relationships internally and externally to positively impact the business Actively engages with customers and stakeholders to understand concerns and leverage opportunities for adding value Initiates and maintains extensive networks to enable the achievement of business objectives.

Business	Level	
Business Acumen	B	<ul style="list-style-type: none"> • Uses a detailed understanding of the business functions and customer requirements to identify and act on opportunities and make trade offs where necessary • Considers how activities in own team and business unit impact on the operations of other teams and business units • Clearly defines performance metrics for individual and team to drive strategic direction and operational performance.

Mandatory Candidate Requirements

Qualifications:

- Tertiary education in Human Resources, business or related discipline or equivalent experience
- Current NSW Drivers Licence

Knowledge:

- Extensive knowledge of industrial relations and its implications within business change programs
- In depth knowledge of change management best practice
- Understanding of organisational and cultural change

Experience:

- Extensive Human Resources experience with experience in leading business change projects.
- Demonstrable ability to interact proactively with management and staff at all levels within the organisation in the resolution of HR issues
- Experience in coaching and supporting leaders on a range of people matters including organisational change

Favourable Candidate Requirements

- Experience managing change management within a diverse environment

- Experience in IR/ER management within a business change project

Pre-Employment Checks Required

- Identification
- Qualifications
- Drivers Licence
- Pre-employment Medical
- Police Check