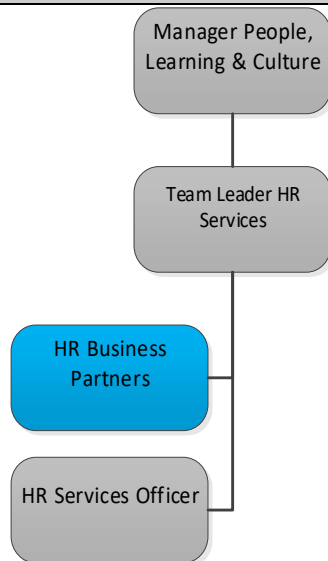


POSITION DESCRIPTION

Position Title	Human Resources Business Partner
Position Number	22159
Division	Customer and Corporate Strategy
Branch	People and Learning
Grade	15
Special Requirements	Drivers Licence
Physical and Environmental Demands	
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Strong Local Leadership

Reporting Structure



Position Purpose

To foster strong relationships with client groups to deliver innovative solutions and holistic human resources services. To provide generalist Human Resources services focusing on recruitment and selection, industrial relations, performance management and position management with the aim to deliver proactive and customer focused services.

Key Result Areas

- **Human Resources**
- **Recruitment & Selection**
- **Business partnership**
- **Strategy, Innovation and Continuous Improvement**
- **Customer Service**
- **Corporate core values**

Key Duties & Responsibilities

Human Resources

- Deliver high quality, proactive and strategic human resources services to Council.
- Provide assistance and advice to managers, supervisors and staff on Council's performance review system.
- Assist in the delivery, management and administration of performance review documentation.
- Provide training to Managers and Supervisors on Council's Performance Management System as required.
- Provide support to managers and supervisors in the development and review of position information including but not limited to position descriptions.
- Administrate and provide support to Council's job evaluation system.
- Implement benchmarking and tracking systems to compare salary relativities within the market.
- Review Council policies and procedures as required.
- Review and report on Council's employment profile including analytics and statistics.
- Provide general advice on Industrial Relations and Award Interpretation matters in consultation with the Team Leader HR Services,
- Undertake or manage workplace investigations as required in consultation with the Team Leader HR Services.
- Provide advice and guidance on organisational restructures, including implementation.
- Provide back up support for the Workers Compensation and Health and Wellbeing functions as required.
- Present at the Staff Consultative Committee as required.

Recruitment & Selection

- Provide timely assistance and advice to supervisors on all recruitment issues
- Coordinate all aspects of the employment process including but not limited to advertising, short listing, interviewing, referee and employment checks and employment offers.
- Ensure all templates and supporting documents for the recruitment process are current and available.
- Provide advice on working with children legislation, conduct checks and review Council's policy to ensure legislative compliance.
- Organise pre-employment medicals and ensure providers are delivering on Council's needs.
- Ensure the employment process complies with all relevant legislation
- Conduct first day employee inductions
- Provide proactive support to new staff and managers from onboarding through to probation.
- Develop and implement recruitment and selection training.
- Maintain accurate recruitment records.
- Ensure Manager and Team Leader Employee Services are kept well informed of all recruitment matters.
- Research options to establish and promote Council as an Employer of Choice and ensure Council's employment benefits are effectively promoted.
- Coordinate/participate in annual Careers and Employment expos and development networking opportunities with educational institutions.

Business Partnership

- Engage in partnership methodology to actively assess, anticipate and proactively engage with management and staff to deliver strategic Human Resources services.
- Actively consult with and refer issues to subject matter experts within the Employee Services team to deliver holistic and integrated solutions.
- Utilise available resources, including but not limited to reporting, data and analytics, to proactively engage management and staff in evidence based human resources practices.
- Provide assistance to other functional areas of the Employee Services Branch when required.
- Represent Council in network groups where appropriate.

Strategy, Innovation and Continuous Improvement

- Undertake projects which may be identified through the Council's Workforce Plan.
- Contribute as an effective team member to enable identified strategies, plans and customer services to be achieved.
- Maintain and support systems to manage information and documentation.
- Utilise and develop tools and resources to proactively communicate service and status information with team members.
- Evaluate, research and recommend administrative systems, procedures and process standards to ensure maximum effectiveness against identified performance measures and business objectives.
- Participate in the continuous improvement activities by contributing to team meetings and discussions, engaging in team projects and sharing information and techniques with staff and management.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
- Respond to internal and external enquiries and complaints exercising initiative, judgement and discretion.
- Promote Council as professional, committed and customer focused by providing high level communication, consultation and quality services.

Corporate core values

- Continuously display Council's corporate core values of Leadership, innovation, partnership, commitment, safety and customer focus.

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Relevant tertiary qualifications and/or equivalent industry experience.
- Demonstrated ability to apply industrial awards, employment legislation, policies and procedures to delivery of Human Resources services.
- Extensive experience in the delivery of recruitment and selection services including the ability to consult and develop recruitment strategies.
- Proven ability to contribute towards the development and implementation of HR programs and initiatives to meet the needs of the organisation.
- Highly developed interpersonal skills, both written and oral and the ability to communicate with a wide range of stakeholders.
- Ability to resolve complex issues through investigation, negotiation and the application of sound judgement.
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity and confidentiality at all times.

Desirable

- Ability to provide generalist support in other functional areas such as industrial relations and learning and development.
- Experience delivering training to both individuals and small groups.
- Experience in Local Government.

Prepared By

Team Leader HR Services

Date Prepared

October 2020

Updated June 2021

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: