



Position Description

Human Resources Business Partner

Local Government Modern Award

Governance

Triabunna – July 2024

OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

POSITION OBJECTIVE

Using a client focused approach, the Human Resources (HR) Business Partner will provide proactive high quality specialist advice and support on a broad range of complex human resource matters including improving people and safety processes, systems and practices, recruitment and selection, employee relations interpretation of legislation and industrial awards and agreements, performance management and conduct.

PRIMARY DUTIES

1. Provide high-level advice, support, solutions and outcomes to managers and staff on a broad range of human resource matters, including organisational and job design, establishment management, development, redeployment, performance management, capacity, conduct, grievances and conflict resolution.
2. Manage all recruitment, selection and onboarding processes, to support the engagement of staff that aligns with Council's vision and strategic direction, including position classifications, advertising positions, induction and all pre-employment checks and employment documentation in-line with contractual instruments and relevant compliance requirements.
3. Develop, review and implement policies, procedures, practices and systems that give effect to legislative requirements and business initiatives.
4. Liaise, negotiate and represent Council with internal and external stakeholders, advocate on their behalf in discussion and negotiations with suppliers of people centered services, for example manage the Employee Assistance Program contract and provide the first point of contact for apprenticeship, traineeship and work experience organisations.
5. Be the recognised expert in relation to enquiries on employment instruments including but not limited to the Enterprise Agreements, Awards, *Fair Work Act 2009*, *Work Health and Safety Act 2012*, *Child and Youth Organisations Act 2023* and *Workers Compensation and*

Rehabilitation Act 1998.

6. Work with organizational leaders and staff to develop and embed Councils Work Health & Safety management system.
7. Generate, process and report on all accidents, incidents and near misses with interviews and engagement with stakeholders as necessary and work with insurers and external advisors as it relates to workers compensation and return to work management, particularly settlements and/or disputes.
8. Manage HR projects that support the organisation to maintain an engaged and sustainable workforce, for example: Development of agreed organisational values and behaviours, organisational culture reviews, succession planning, enterprise bargaining negotiations, restructures.
9. The incumbent can be expected to be allocated duties not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

LEVEL OF RESPONSIBILITY

The HR Business Partner is:

- Expected to build and maintain effective working relationships with internal and external stakeholders.
- Expected to operate with significant autonomy and initiative when undertaking day-to-day activities to effectively determine priorities, exercise reasonable judgement and identify the best approach within established systems and processes, ensuring adherence to employment frameworks.

ORGANISATIONAL RELATIONSHIPS

Reporting to the General Manager, the HR Business Partner will work as a key advisor to the leadership group to support them in leading and managing the organisations human resources.

SELECTION CRITERIA

1. Proven work experience as a business partner or similar role with significant knowledge of contemporary human resource management and understanding of relevant employee relation legislation, industrial awards and agreements and their application.
2. Demonstrated capacity to case manage complex human resources cases in relation to people challenges across a variety of matters, including disputes involving third party adjudication and settlement.
3. Highly developed interpersonal, communication, negotiation and reasoning skills, including experience in producing correspondence, reports and documents that are accurate, concise, persuasive and engaging.
4. High level conceptual and reasoning skills to research, investigate, analyse and evaluate information, provide recommendations, and interpretive solutions with experience in developing, reviewing and implementing policies, procedures and practices as they relate to employee relations as well as undertaking assigned projects.
5. Strong computer skills, including knowledge of accounting/payroll/human resource systems.
6. Demonstrated ability to work autonomously as well as lead, manage, coach, mentor and develop staff to effectively achieve business deliverables when working in an environment subject to competing priorities.
7. High standard of ethical behaviour that is consistent with Council's vision and strategic direction and promotes a positive workplace culture.

ESSENTIAL REQUIRMENTS

- A degree in a relevant discipline, with at least five+ (5) years in a similar role.
- A current driver's licence and commitment to maintaining this.

ALL STAFF RESPONSIBILITIES

- Ensure that safety and risk is considered and practiced in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policies and procedures including accreditation requirements specific to the General Practice which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.