

Position Description

Human Resources Business Partner

Local Government Modern Award

Governance

Triabunna

September 2023

PRIMARY OBJECTIVE

Develop and improve people and safety processes, systems, practices and strategies that support the business to succeed. Provide advice and support to the leadership team as it relates to best practice and legislative compliance.

ORGANISATIONAL RELATIONSHIPS

Reports to the General Manager. The position works as key advisor to the leadership group to support them in leading and managing the organisations human capital.

WHS officer reports directly to this role.

KEY ACCOUNTABILITIES/CHALLENGES

- Providing advice, support and delivering outcomes to the leadership team on best practice human resource (HR) management to meet business objectives.
- Providing work health and safety (WHS) advice and support to the business.
- Balancing time between business-as-usual demands and business improvement activities.
- Assessing and advising the leadership team on risk across the various legislative instruments as they relate to people matters and local government as an industry.

PRIMARY RESPONSIBILITIES

Both functions:

- Review, revise and/or develop policies and procedures as it relates to human resources and safety, ensuring embedding across the workforce.
- Drive Council's induction for employees, contractors and visitors.
- Provide advice and support to Council's employee performance review process including case management of individual issues that arise from time to time.
- Technical 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* and *Workers Compensation and Rehabilitation Act 1998*.
- Generate and extract data for adequate reporting for internal and external purposes as it relates to people activities, metrics or statistics.
- Provide first point of contact for Workplace Standards and other people related enquiries and coordinate Council responses with the leadership team.
- Provide guidance and support to the General Manager as it relates to complex or escalated people issues.

Human Resources

- Develop onboard and offboarding processes that integrate with other dependent activities such as pre employment checks, employment data collection, corporate and safety inductions, premises and data access, equipment, clothing requirements, vehicles etc.
- Lead all recruitment processes to support the engagement of staff that align to Council's desire culture.
- Write and/or revise position descriptions with relevant leaders to ensure a consistent approach and classify in accordance with the relevant industrial instrument.
- Ongoing review, issue and update of employment documentation in-line with contractual instruments and relevant compliance requirements.
- Ongoing review of Council remuneration and benefit arrangements including annual adjustments relative to Award, Enterprise Agreement, Contracts etc.
- Support staff to source and implement learning and development activities.
- Provide first point of contact for apprenticeship, traineeship and work experience organisations in managing appointments under this scheme.
- Manage the Employee Assistance Program contract to ensure access and information relevant to areas of general data for workplace action are understood and acted on.
- Contribute to the labour budget and ongoing review and reporting to ensure the labour budget is adhered to.
- Assist with validation of employment contract and payroll data held in the financial/human resource information system to ensure integrity and auditability.
- Work on HR projects that support the organisation to maintain an engaged and sustainable workforce i.e. organisational culture reviews, succession planning, enterprise bargaining negotiations, restructures.

Workplace Health and Safety

- Work with leaders and staff to develop and embed councils WHS management system and induction processes.
- Generate, process and report on all accidents, incidents and near misses with interviews and engagement with stakeholders as necessary.
- Develop strategy to improve employee health and engagement within the workplace.
- Develop a calendar of events to develop staff engagement.
- Work with insurers and external advisors as it relates to workers compensation and return to work management, particularly settlements and/or disputes.
- Contribute to WHS committee meetings and outcomes.
- Work on WHS projects that support the organisation to maintain an engaged and safe workplace.

ALL STAFF RESPONSIBILITIES

- Ensure that safety and risk is considered and practised 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 policy 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.

QUALIFICATIONS, EXPERIENCE AND ABILITY (SELECTION CRITERIA)

1. A degree in a relevant area with at least 5+ years experience in a similar role.
2. Strong knowledge of legislation that relates to people in the workplace including practical application.
3. Well developed problem solving skills in relation to people challenges across a variety of matters including disputes involving third party adjudication and settlement.
4. An ability to work with people from all levels to gather information, educate and where necessary negotiate or resolve conflict.
5. Experience developing and reviewing policy, procedure and related tools across HR and/or WHS.
6. High level attention to detail and demonstrated research and analytical skills.
7. Strong computer skills, including preparation of own documents, well to high developed Excel skills, knowledge of accounting/payroll/human resource systems.
8. Ability to work with minimal supervision and to know when to escalate matters to senior staff.
9. A current drivers licence and commitment to maintaining this.