

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Business Partner People and Culture	1465c
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 6	223111
<b>DEPARTMENT</b>	<b>DIVISION</b>
People and Culture	Corporate Services
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	The Gordon

## Position Objectives

The core purpose of this role is to be a customer centric provider of best practice people management advice, coaching and support to our managers in the delivery of services through their people.

As a Business Partner you will:

- Be responsible for the successful delivery of contingent recruitment and managing vacancies through the end to end recruitment process.
- Develop and coach new and existing line managers in fundamental human resource practices and procedures; building teams and creating constructive cultures.
- Be the conduit for the rollout of new initiatives;
- Triage matters being discussed at the local/divisional level ensuring all people and service delivery implications are considered
- Seek input from the broader People and Culture team to ensure that programs are consistent and continue to meet organisational needs
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## Key Responsibility Areas

### **Consultancy**

- Consult with and provide advice on workforce planning, succession planning, recruitment, organisational reviews and organisational / structural change; employee relations issues, performance and underperformance management.
- Interpret relevant HR legislation (Equal Opportunity, Workplace Relations, Occupational Health and Safety etc) and the City of Ballarat Enterprise Agreement.
- Review and implement new and existing Human Resources policies and procedures in accordance with legislation and award conditions.
- Provide analysis on data that impacts designated business units and work with them to identify ways forward based on the data trends.
- Think at both a strategic and operational level, and be comfortable moving between the two to meet the needs of the business.
- Provide contemporary organisational development advice and support to management that considers best practice, appropriate to the desired outcomes.
- Contribute to the implementation of a range of activities to support the attraction, retention and professional development of skilled, high performing employees.

### **Industrial Relations, Employment and Remuneration Advice**

- Provide accurate and appropriate advice, education and assistance to management and staff on all aspect of human resources, including:
  - award and enterprise agreement advice and interpretation;

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- Council policies and procedures;
- recruitment processes
- the development of position descriptions;
- banding and remuneration advice and reviews; and
- industrial issues, grievances and investigations

## People and Culture Projects

- In conjunction with the relevant Lead, manage identified projects to ensure they are scoped, implemented, communicated, monitored and completed within timelines and budget.
- Support and provide assistance to other People and Culture staff with delegated phases of their projects as required.

## Recruitment

- Proactively partner with the business to establish their current and future resourcing and capability requirements to enable them to achieve their objectives.
- Effectively partner with hiring managers to establish effective recruitment strategies to attract talent to enable quality hiring decisions.
- Manage multiple end to end recruitment processes simultaneously.
- Build talent pools and a candidate pipeline for current and future recruitment needs of the organisation.
- Develop the capability of hiring managers in best practice interview skills, assessment of talent and onboarding practices.
- Effectively manage relationships with recruitment agencies and other third-party providers.
- Actively promote equal opportunity and diversity in all areas of recruitment ensuring a fair and transparent recruitment process for all candidates.
- Design and implement a reporting suite that measures the performance and continuous improvement of recruitment activities across the business.

## General Support

- Work collaboratively and promote cross functional cooperation by positively contributing to and participating in organisational projects and working groups as required.
- Develop and maintain relationships with internal customers and external service providers to support and ensure the achievement of People and Culture business objectives.
- Positively influence and promote best practice human resources systems and programs within the team that meet the needs of staff and Council.

From a Health & Safety perspective the City of Ballarat requires the following:

## All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

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<b>REPORTS TO:</b>	<b>DIRECT REPORTS:</b>
<b>Lead People &amp; Culture Business Partner</b>	<b>NA</b>
<b>ORGANISATIONAL RELATIONSHIPS</b>	
<b>Internal:</b> People and Culture Team Directors and Executive Managers Managers/Supervisors Team Leaders Safety Advisors Staff	<b>External:</b> Workplace Relations Advisors Employment Providers Equal Opportunity Commission Other Councils HR Representatives Industry Bodies Unions Legal Advisors

## ORGANISATIONAL RELATIONSHIPS

### Accountability and extent of authority

- Under the direction of the Lead People & Culture Business Partner, the incumbent has authority to undertake all day to day activities within Council policy and budgetary constraints including:-
  - recruitment
  - performance management guidance
  - providing interpretation and advice on human resource policies and industrial awards
  - effective use of HR & Payroll systems
- Under direction, the incumbent is responsible for ensuring that all human resource legislative requirements and appropriate standards are observed.
- Responsible for assisting with maintaining and implementing effective human resources policies and practices.

### Judgement and decision making

- Make decisions on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- A significant degree of the work involves research, identification and application of optional courses of action in consultation with the Lead People & Culture Business Partner and where necessary the Executive Manager, People and Culture.
- Under the direction of the Lead People & Culture Business Partner undertake problem solving activities in the area of staff conflicts, staff personal problems requiring counselling and other human resource management problems.
- There is limited discretion with respect to the application of various and diverse methods, procedures and techniques and the Lead People & Culture Business Partner should be consulted where appropriate.

### Specialist skills and knowledge

- A sound understanding of workforce planning, succession planning, recruitment and selection techniques.
- Well-developed communication and administration skills.
- Knowledge of the relevant Human Resources Legislation, Awards, Policies and Procedures.
- Solid experience in the management of performance and underperformance.
- Thorough knowledge of the job evaluation process.
- Experience in providing support and counselling to managers and staff in a wide range of employee issues.
- Sound analytical and interpretative skills.

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## Management skills

- The position involves managing time, setting priorities and planning and organising own work. This position also requires the ability to meet objectives within time constraints and conflicting demands.
- This position requires a sound understanding of human resources policies and procedures.
- To be able to work in a team environment.
- To coach and guide managers and staff on human resources matters.
- Ability to problem solve.

## Interpersonal skills

The following interpersonal skills are essential for the position:-

- Ability to discuss and resolve problems
- Ability to coach and influence
- Basic counselling and negotiation skills
- This position requires well developed interpersonal skills with the ability to motivate others and to resolve organisational problems.
- Personal characteristics of being a 'team player' with broad vision and the ability to add value through own work and work of staff in the area of divisional responsibility.
- Demonstrated ability to champion, model and promote the corporate values.

## Qualifications and experience

- Degree or diploma in Human Resource Management, Organisational Development or similar and/or extensive experience in a professional Human Resources position.
- Experience in interpreting and advising on relevant Human Resources Legislation, Awards, Policies and Procedures.
- Experience in managing complex workplace matters.
- Experience contributing to and/or delivering organisational development projects.

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Experience in a similar role with strong understanding of contemporary recruitment practices, sourcing strategies and workforce planning.
- Demonstrated experience in providing high level Human Resource advice across all levels within an organisation.
- Proven ability to build and maintain strong relationships with internal and external customers and business associates.
- Well-developed written communications, analytical and problem-solving skills with the ability to produce reports, policy development and associated documentation.