



POSITION DESCRIPTION

Position Title	HR BUSINESS PARTNER	Position No.	50051592
Team	People & Culture	Classification	Administrative/Professional
Department	P&C Business Partnerships	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Ultimo	Band / Level	EL 1
Reports to	GROUP MANAGER P&C BUSINESS PARTNERSHIPS 50033251	HR Endorsement	14/11/2019

Purpose

Lead and/or contribute significantly to the delivery of HR solutions and services that deliver business outcomes, build capability, improve performance and support a safe, positive workplace culture based on shared values and common goals.

Key Accountabilities

- Provide expert Human Resources advice and consulting across the full breadth of the People & Culture discipline and coordinate/source appropriate resources and expertise to provide whole of business people solutions.
- Guide, coach and support managers in the consistent application of HR policies, procedures and tools. Assist managers to take ownership of people issues and to comply with legal obligations and ethical standards.
- Lead and/or collaborate with key stakeholders to effectively plan and implement change initiatives to increase organisational performance and meet overall ABC objectives. Provide expertise in managing the people implications of structural, technological and operational change, and deliver change management strategies and solutions, including the provision of employee relations advice.
- Develop people strategies, plans and programs to drive and support ABC/Divisional priorities and initiatives.
- Build and maintain strategic working relationships within client groups and key stakeholders to understand and anticipate business needs and priorities.
- Maintain effective communication with colleagues to share information, keep abreast of relevant issues/developments across the Corporation and ensure alignment in the delivery of HR services.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Tertiary qualifications in Human Resource Management or related field.
2. Significant generalist HR experience with a demonstrable understanding of the application of HR policies and procedures, enterprise agreements and associated legislative requirements relevant to the full range of HR activities.
3. Significant experience in the provision of HR advice and the development of effective people solutions appropriate to business needs.
4. High-level facilitation, coaching, counselling and conflict resolution skills.
5. High-level communication and interpersonal skills, with the ability to build strategic working relationships and negotiate / influence senior stakeholders to achieve optimal business outcomes.
6. Demonstrated experience in leading change management initiatives.





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7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.