

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

### People & Culture Business Partner

<b>Division</b>	Finance & Corporate Services	<b>Department</b>	People, Culture and Safety
<b>Reports To</b>	Principal People & Culture Business Partner	<b>Direct Reports</b>	Yes

### Position Purpose

The People & Culture Business Partner will partner with leaders and team members across the Council and provide leaders with proactive and responsive coaching and advice on all people matters, including the interpretation and application of policies, processes and procedures.

### Key Responsibilities and Outcomes

#### Operational

As a People & Culture Business Partner and member of the People Experience team you will:

- Contribute to the development and drive the delivery of the People, Culture and Safety Strategy and partner with the department leaders to implement initiatives aligned to the strategic objectives
- Develop an effective business partnership with key stakeholders and partner with department leaders to understand their business requirements, identify trends, develop solutions and strategies to meet their long-term operational requirements
- Provide high level human resource advice and information to leaders in relation to industrial relations, performance management, and other related matters
- Lead workplace investigations and performance management processes to resolve complex matters
- Coach and provide expert advice to leaders on people and culture initiatives to build effective leadership capability within the client function.
- Contribute to the development and review of, and maintain knowledge of contemporary human resource policies, practices and procedures.
- Deal with discipline issues and/or staffing complaints quickly and impartially, referring them to senior management as appropriate
- Consult, direct and influence the business through organizational design strategy, including change management, restructuring, redeployment & workforce planning.
- Coach and develop the People and Culture Officer to deliver day to day advice, support and coaching for employees and leaders
- Partner with the broader People, Culture and Safety team to deliver people projects and programs
- Provide insight into trends to the PCS leadership team on organisational culture challenges and leadership development requirements to inform future organisational development initiatives.
- Maintain current knowledge and continually develop additional understanding of contemporary human resources practices to contribute to the delivery of the PCS Strategy.

#### Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment.

## A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

As a leader you will take accountability for demonstrating the values, expectations and behaviours and enable my team members to do the same.

### Decision Making

**Budget** - Nil

**Delegations** - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

### Knowledge & Experience

- 5+ years HR generalist experience, advising on ER/IR matters and Enterprise Agreements or demonstrated experience in a similar role or a role requiring a similar skill set.
- Demonstrated analytical, research and problem solving skills, including the ability to summarise complex issues, identify trends and emergent issues and develop recommendations and options for their resolution.
- Demonstrated experience handling complex workforce matters and investigations independently.
- High level of business acumen and deep understanding of core drivers of business
- Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.
- Highly-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service

### Qualifications

- Tertiary qualification in human resources, business management or other relevant field with extensive experience.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*