

Position Description

Position Title:	People & Culture Business Partner
Position Number:	HRM 109, 110, 111
Department:	People, Culture & Safety
Reports To:	Principal People & Culture Business Partner
Direct Reports:	Nil

Organisational Environment

Located between Brisbane City and the Sunshine Coast, Moreton Bay is one of Australia's fastest growing urban regions. Moreton Bay has a strong and connected community that enjoys a coastal and pristine natural environment as well as thriving community and cultural hubs, vibrant entertainment options and award-winning commercial, educational, medical, leisure and residential precincts.

The People, Culture and Safety Department works in partnership with all divisions of Council with a focus on ensuring Council builds the capacity of its employees and business to achieve its long-term strategic and operational goals.

Position Purpose


The People and Culture Business Partner will partner with our (Corporate Services, Infrastructure Planning, Planning, Engineering, Construction and Maintenance, Community and Environmental Services) department and provide leaders with proactive and responsive coaching and advice on all people matters, including the interpretation and application of policies, processes and procedures.

Specific Accountabilities

Description
Leadership and Planning
Contribute to the development of the People, Culture and Safety Strategy and partner with the department leaders to implement initiatives aligned to the strategic objectives
Drive the People agenda and work with the leadership team across your department to deliver people strategies for the long-term value creation within the business
Develop an effective business partnership with key stakeholders and partner with department leaders to understand their business requirements, identify trends, solutions and strategies to meet their long-term operational requirements
Coach and develop the People and Culture Officer to deliver day to day advice, support and coaching for employees and leaders
Organising and Operating
Manage and respond to queries related to the full employee lifecycle
Provide human resource advice and information to staff and management in relation to industrial relations, performance management, training, organizational design and other related matters
Lead workplace investigations and performance management processes to resolve complex matters
Coach and provide expert advice to Managers on people and change issues 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.
Ensure compliance with all legislation, approved standards, policies and procedures relating to the department's practices and processes.
Workforce Capability
Contribute to recruitment, induction, training and performance management of staff within the team
Deal with discipline issues and/or staffing complaints quickly and impartially, referring them to senior management as appropriate
Develop and maintain a work environment that encourages participation, teamwork, innovation and excellence
Effectively address any issues, communicating regularly with team members and stakeholders and building commitment to process improvement and customer service
Quality and Compliance
Comply with all relevant regulatory and Council policies on information and security, industrial relations, workplace health and safety and any other relevant legislation
Interpret awards and legislation to support employment related matters and provide proactive guidance to leaders
Cooperate with any requests for information and records that are sought by the Manager Legal as part of any official investigation
Provide administrative assistance in the facilitation of document management processes within the department in accordance with corporate records management procedures and standards
Stakeholder Relations and Engagement
Partner with the broader People, Culture and Safety team to deliver people projects and programs
Understand engagement levels across business areas and work with Culture, Capability and Engagement and business leaders to develop targeted strategies to uplift engagement and improve culture and team effectiveness

OUR CORE VALUES




RESPECT

- We listen to people
- We treat people fairly and consistently
- We embrace diversity and opinions
- We treat others as we wish to be treated




SERVICE

- We seek to understand the needs of those we serve
- We strive to exceed expectations
- We communicate clearly
- We take a positive approach
- We are proud to serve our community




INTEGRITY

- We are ethical and honest
- We take responsibility for our actions
- We act within statute and law
- We take pride in the manner in which we perform our duties



TEAMWORK


- We promote a friendly, supportive work environment
- We inspire and encourage innovation
- We develop and maintain relationships
- We work collaboratively with our community and external partners



SUSTAINABILITY

- We focus on the future
- We respect the environment
- We demonstrate leadership by example

Council proudly upholds the following values in its daily operations with customers, external partners and staff



Work location

You may be required to perform your role from any work location within the region.

Diversity undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Position Dimensions

Staff Resources: ~ Nil
Section or program budget: ~ Nil

Decision Making Authority

Policy: Interprets and applies policies

Staffing: Mentor and develop staff; oversight performance management systems across the Department and work with People, Culture and Safety to deal with any escalated industrial/discipline or safety issues

Knowledge, Experience, Qualifications and Attributes

- Tertiary qualification in human resources, business management or relevant 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.
- The ability to build relationships and influence at all levels of the organisation.
- 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.
- Well-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.
- Current C class driver's licence.

This position description is a true reflection of the current requirements of the role. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.

I have read, understood and accepted the responsibilities as outlined in this position description.

Signature: _____ **Date:** _____