

People and Culture Business Partner

Role data

Position no.	various	Work Area Profile	People and Culture
Work Level Classification	Level 6	Directorate/Business Unit	People and Culture
Reports to (role)	Senior People & Culture Business Partner	Location	various
No. direct reports	Nil	No. of indirect reports	Nil
Version date	14 December 2022	Tenure	various

The Organisation

The Australian Health Practitioner Regulation Agency (Ahpra) is the national agency responsible for administering the National Registration and Accreditation Scheme (National Scheme) in partnership with 15 National Boards for the regulated health professions.

Ahpra's overall purpose is to protect the public by regulating health practitioners efficiently and effectively in the public interest, to facilitate access to safer healthcare for all the community.

Role purpose

Reporting to the Senior People and Culture Business Partner, the **People and Culture Business Partner** is accountable for providing a high level business partnering service to managers and employees across the employee lifecycle, including but not limited to: case management including performance management and employee relations matters, talent management, change management, and learning and development.

As part of the People and Culture Business Partnering stream, the role actively contributes to the delivery of the People and Culture People Strategy and Plan through strong stakeholder relationships and engaging in project initiatives.

Key Accountabilities

- Provide specialist advice and consultancy services to stakeholders on all aspects of the employee lifecycle, ensuring that all activities and processes are conducted in accordance with legislative and policy frameworks, and are consistent with AHPRA's requirements.
- Develop sustained effective and collaborative working relationships with people managers, employees and other key stakeholders.
- Participate and lead in the development, delivery and implementation of projects and initiatives identified in the People Strategy and Plan.

- Work with people managers to ensure performance and development review processes are in place and where required undertake case management, including matters of unsatisfactory work performance, absenteeism, workplace complaints, grievances and disciplinary matters.
- Liaise and work with subject matter experts from Organisational Capability and Employee Services functions, to deliver positive business outcomes and solutions. This includes facilitating training programs, information sessions, and participating in recruitment and selection processes and providing advice that facilitates recruitment outcomes that are aligned to the identified workforce capabilities and attributes being sought.
- Report on people metrics and analytics, including working with key stakeholders to identify data trends and identify actionable insights to business objectives.
- Support Senior People and Culture Business Partners in the coordination and implementation of organisation change management programs and other projects as required
- Taking a continuous improvement approach, work collaboratively with Senior People and Culture Business Partners, other People and Culture Business Partners and Coordinators to ensure consistency and continuity of service.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
 - Take reasonable care for own and others' health, safety and wellbeing
 - Adhere to AHPRA's workplace health, safety and wellbeing policies and procedures

Capabilities for the role

The AHPRA [Capability Framework](#) applies to all AHPRA employees. Below is the complete list of capabilities and proficiency level required for this position.

Capabilities	Proficiency level
Commits to customer service	Advanced
Displays leadership	Intermediate
Generates and delivers the strategic vision	Intermediate
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Builds constructive working relationships	Intermediate
Communicates effectively	Advanced
Demonstrates accountability in delivering results	Intermediate

Uses information and technology systems	Foundation
Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	<ul style="list-style-type: none"> ▪ Relevant degree qualification in human resource management or equivalent years of experience
Experience	<ul style="list-style-type: none"> ▪ Extensive experience in HR business partnering including demonstrated ability to build and maintain positive and productive relationships with employees and multiple stakeholders ▪ Demonstrated experience in the execution of HR processes and activities within a complex environment ▪ Extensive professional knowledge and experience of: <ul style="list-style-type: none"> ○ contemporary HR management policies and practices including change management; ○ industrial agreements, eg awards and enterprise agreements; legislative requirements as applicable to the workplace; ○ HR/ERcase management ▪ Ability to work autonomously as well as part of a team ▪ Proficient across the Microsoft Office suite

Key relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none"> ▪ Management, Team Leaders and employees of the various Directorates ▪ Business Partnering team Organisational Capability and Employee Services teams 	<ul style="list-style-type: none"> ▪ Service Providers ▪ Vendors ▪ Government agencies