

## People & Capability Business Partner

### Position Description

<b>Directorate</b>	CEO Office	<b>Department</b>	People & Capability
<b>Reports To</b>	Principal People & Capability Business Partner	<b>Direct Reports</b>	Yes
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 6 - 7

#### Position Purpose

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

#### Position Context

Having regard for the varying scope and complexity of work required to be performed by a People & Capability Business Partner, this position has been approved as a broad-banded position. The intent is to allow the appointment of team members at an appropriate level based on their professional experience and the complexity of the tasks they will manage independently.

#### Key Responsibilities and Outcomes

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

- Contribute to the development and drive the delivery of the People and Capability (P&C) Strategy, partnering with the broader P&C team and leaders across Council to implement people projects, programs and initiatives.
- Develop an effective business partnership with key stakeholders and leaders to understand their business requirements, identify trends, and develop solutions and strategies to meet their short and long-term operational requirements.
- Provide human resources (HR) advice and support to leaders and team members in relation to industrial relations, conduct management, performance management, policies and procedures, and other related matters.
- Lead workplace investigations and performance management processes to resolve complex matters.
- Coach and provide advice to leaders on people and culture initiatives to support building effective leadership capability.
- Contribute to the development and review of contemporary human resource policies, practices and procedures, keeping abreast of key changes to support providing up to date and relevant advice to leaders.

- 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 advice, including change management, restructuring, redeployment & workforce planning.
- Coach and develop the People and Capability Officer to deliver day to day advice, support and coaching for leaders and team members.
- Provide insight into trends to the P&C leadership team on organisational culture challenges and leadership development requirements to inform future organisational development initiatives.
- Maintain a current knowledge of contemporary human resources practices to contribute to the delivery of the P&C Strategy.

**Our Values**

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values, expectations and behaviours.

**SERVICE    TEAMWORK    INTEGRITY    RESPECT    SUSTAINABILITY**

<b>Decision Making</b>	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

- Knowledge & Experience**
- 5+ years HR experience, providing advice and coaching to leaders and team members on employment relations and industrial relations matters, enterprise agreements, HR policies and procedures, and other generalist HR matters.
  - 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 workforce matters and investigations independently.
  - High level of business acumen and 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 or other relevant field, or extensive relevant experience.

- Success Profile**
- Level 6 - To perform at this level the team member will bring:
- Lead workplace investigations and performance management processes.
  - An ability to provide sound HR advice, coaching and support to key stakeholders.

- Consult, direct and influence the business through organizational design advice, including change management, restructuring, redeployment & workforce planning.
- Specialised knowledge and ability to interpret and apply relevant HR policies, procedures and employment legislation.
- An ability to build and maintain influential and effective relationships with key stakeholders.

Level 7 - To perform at this level the team member will bring:

- Lead workplace investigations and performance management processes to resolve complex matters.
- An ability to provide specialist HR advice, coaching and support to key stakeholders.
- Comprehensive knowledge and ability to interpret and apply relevant HR policies, procedures and employment legislation.
- Demonstrated ability to provide solutions and options to key stakeholders, supported with factual data for resolution of complex matters.
- An ability to drive continuous improvement in the team, supporting the ongoing review and improvement of processes and procedures.
- An ability to act as a point of escalation for other members of the business partnering team, providing peer reviews, coaching and guidance in relation to more complex HR matters including but not limited to: workplace investigation and reports; performance improvement plans and processes; and departmental restructures.
- An ability to build and maintain influential and effective relationships with key stakeholders.

## **Remuneration and Progression**

Positions will be established with a range of Level 6 to Level 7, and team members will be appointed based on their demonstrated skills and experience commensurate with this framework.

Progression between Levels 6 and 7 will not be automatic. Reviews will be scheduled with each team member annually. Progression will be assessed on an individual basis with justification provided to the Manager for their consideration utilising the People & Capability Business Partner Broad Banding Review Form, referencing the criteria outlined at each Level under this framework.

*Note: 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.*