



Position Details

| | |
|------------------------------|---|
| Position title: | Senior HR Business Partner |
| Award Classification: | Band 8 |
| Department: | People, Culture and Safety |
| Division: | Organisational Capability and Experience |
| Date Approved: | March 2025 |
| Approved By: | Executive Manager, People, Culture and Safety |

Organisational Relationships:

| | |
|-------------------------------|---|
| Reports To: | Head of Workplace Relations and HR |
| Supervises: | Nil |
| Internal Stakeholders: | Council Employees and Managers, Executive Team and Councillors |
| External Stakeholders: | Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors. |

Position Objectives

The Senior HR Business Partner role will provide authoritative and strategic advice on a range of highly complex and advanced people management, workforce planning and workplace relations matters to Executives, Senior Leaders, and Managers across the organisation. Working alongside the HR Business Partner in a shared Portfolio management model, the role works at an advanced level to partner with and influence Senior Stakeholder to develop and implement fit-for-purpose HR and Workplace relations solutions, proactively driving a values-based performance culture. In addition, the role is also responsible for the successful end to end case management and resolution of multifaceted and sensitive employment related matters within the designated portfolio including the preparation of material for external forums and tribunals whilst also being accountable for and delivering on specific Human Resources and Workplace Relations projects required for the organisation.



Key Responsibilities and Duties

- Partner with key internal stakeholders including executives, senior managers and people managers to provide strategic and operationally sound guidance, coaching and support on a broad range of complex Human Resource and people management matters.
- Design, develop and implement high quality, creative, pragmatic, practical and robust solutions to a range of people management related challenges in a manner designed to achieve positive organisational outcomes, drive compliance with relevant legislation, policies and processes and mitigate risk within a complex, unionised and fast changing environment.
- Lead the effective end-to-end case management of complex and sensitive investigations and related processes in relation to employee misconduct and complaints of discrimination, harassment & workplace bullying.
- Build and maintain strong relationships with both internal and external stakeholders including unions, other Local Government Authorities and statutory bodies.
- Operating as a trusted senior advisor with a strong understanding of the Business' operating model, strategic priorities, and resourcing requirements, identify opportunities and emerging trends to provide tailored support and solutions to proactively manage and resolve people management and organisational risk and challenges.
- As a subject matter expert, lead workforce planning processes and partner with a range of internal stakeholders, including other teams within People, Culture and Safety to design implement, review and modify workforce plans to enhance organisational performance and ensure long term efficiencies.
- Lead organisational end to end change processes to support organisational priorities, including ensuring legislative responsibilities are met through the management of change processes relating to the relevant industrial instruments and providing organisational transformation support to ensure long term efficiencies.
- Provide coaching, feedback and guidance to senior managers and people leaders to build organisational capacity, manage performance and strengthen their people management skills and capability.
- Provide expert advice on the interpretation and application of the City of Port Phillip Enterprise Agreement, employment contracts and relevant internal policies and processes.
- Lead projects and initiatives under the People, Culture and Safety strategy, and as otherwise required, and work collaboratively with the People Culture and Safety team.
- Other duties, including administrative, as directed within the skills and capabilities of a position at this level.

Accountability and Extent of Authority

- This position has no direct employee responsibilities but is expected to provide coaching, guidance and direction to Managers, employees and volunteers whilst carrying out the assigned duties and may provide coaching and guidance to the Human Resources Business Partner.



- The Senior HR Business Partner has authority and freedom to act within established operational and budgetary guidelines and the provisions of relevant acts, regulations, industrial instruments, codes and Council policies.
- Provides specialist human resource and workplace relations advice to Executive Leaders, people managers, employees and other key stakeholders.
- The role will work alongside the Head of Workplace Relations and HR and via continuous communication will brief when required on significant operational strategic needs.
- Role is responsible for the development, implementation of relevant policies/procedures and strategic plans as directed.
- Accountable for ensuring the organisations policies and legal obligations pertaining to recruitment, procurement, the Fair Work Act and the Council's Enterprise Agreement and employment contracts are met.
- The position is not responsible for significant financial resources. However, the role does have responsibility for identifying opportunities to ensure effective investment and utilisation of resources.
- It is expected the incumbent will demonstrate leadership and model the organisational values as a member of the People, Culture and Safety team.

Judgement and Decision Making

- The role will solve complex and high risk situations and make decisions utilising existing policies and procedures, relevant legislation and the Enterprise Agreement, and draw on experience in collaboration with the Head of Workplace Relations & HR and external counsel and relevant providers.
- Responsible for decisions, recommendations, reports and advice to managers, staff and other authorities on relevant processes, policies and practices.
- Independently interpret awards, agreements and policy, requiring judgement and an understanding of organisational values and practices.
- Challenge where appropriate, assumptions, practices and approaches which may impede the recruitment of the best possible candidates, including an inclusive and diverse workforce.
- Required to have ability to work independently when required as guidance will not always be available.

Specialist Skills and Knowledge

- Demonstrated experience in the provision of high level and expert Human Resources and Workplace Relations advice in a unionised environment within a medium to large sized organisation.



- Strong knowledge of the Fair Work Act, other employment legislation, and experience in interpreting and applying Awards, agreements, policies, procedures and other industrial instruments.
- Provide expert advice on the interpretation and application of the City of Port Phillip Enterprise Agreement and employment contracts.
- Prepare comprehensive and high-quality written documentation on a range of complex and sensitive people management and workforce relations matters within specified timeframes.
- Significant experience in interpreting and applying relevant workplace and employment legislation, regulations, case law, procedures and other industrial instruments.
- Advanced understanding of case management and the ability to produce clear and cogent documentation, notation and relevant reports.
- Monitor, track and report on people management and workplace relations matters and present key themes and operational improvements for the City of Port Phillip.
- A high developed ability to formulate robust solutions based on analysis of how case management and industrial matters intersect with policies and procedures, relevant legislation, the Enterprise Agreement and organisational culture.

Management Skills

- Ability to manage time, complete priorities and workload in accordance with organisational risk regardless of conflicting priorities.
- Demonstrated ability to plan, prioritise and organise work, both on an individual and team basis, within set timelines and available resources.
- Demonstrated ability to act as a trusted advisor within the organisation and provide services and strategies that meet the needs and expectations of customers while managing risk and safeguarding the overall interest of City of Port Phillip.
- Sound end-to-end specialist project management with particular focus on change and restructure initiatives.
- Strong computer skills in the Microsoft Office suite of applications and experience working with HR Information Systems for the preparation of HR business data.

Interpersonal Skills

- Demonstrated ability to work independently and liaise with senior management, team leaders and staff at all levels, including utilising influencing and negotiation skills to achieve organisational outcomes and solve specialist problems.



- Ability to gain the cooperation of and establishing positive working relationships with Managers, Supervisors and peers, including facilitation and leadership skills related to consultation processes.
- Contribute to the team's effectiveness through collaboration, cooperation, consultation and the prioritisation of collective objectives.
- Excellent interpersonal skills, including the ability to establish constructive relationships and influence a broad range of key stakeholders, including employees, managers, executives and external organisations
- Excellent verbal and written communication skills, including the ability to effectively and succinctly explain key concepts for non-expert audiences and effectively advocate for specific courses of action.
- Ability to negotiate firmly, tactfully, and creatively in complex situations with senior stakeholders, and external parties resolving conflicts and facilitating collaboration and negotiating effectively to meet organisational objectives.
- High level coaching, mentoring and influencing skills. Ability to challenge the status quo and apply different thinking. Demonstrated ability to work constructively as part of a team in a busy environment as well as working autonomously, as necessary.

Qualifications and Experience

- Relevant tertiary qualifications in Human Resource Management, Workplace Relations or other relevant discipline along with relevant work experience or Lesser formal qualifications and Extensive and Diverse experience in complex large format organisations. Demonstrated experience in the provision of high level and expert Human Resources and Workplace Relations advice in a unionised environment within a medium to large sized organisation.
- Strong working knowledge of relevant Workplace Relations legislation and frameworks as well as relevant industrial instruments
- Demonstrated knowledge and application of contemporary HR Management principles, practices and current trends.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.



Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- Demonstrate knowledge and application of a Business Partnering model and framework to ensure contemporary business partner approaches are used across a broad range of activities including coaching, workforce planning and change management.
- Demonstrated experience in the successful end to end case management and resolution of complex and sensitive people management matters including



preparation of material for external forums and tribunals and representing the City of Port Phillip at said tribunals.

- Demonstrated experience in applying judgement and an ability to think about the 'big picture' and entertain a wide range of possibilities in developing solutions and recommendations.
- Outstanding communication skills and exceptional experience in building relationships and rapport with all levels of the organisation to support decision making processes, provide consultancy advice, negotiate outcomes and resolve conflict.
- Demonstrated ability to work successfully within in a fast paced, complex environment, and balance competing stakeholder needs.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.