



Position Details

Position title:	HR Business Partner
Award Classification:	Band 7
Department:	People, Culture and Safety
Division:	Organisational Capability and Experience
Date Approved:	August 2024
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 role provides dedicated business partnering support, guidance and services to people managers and the executive to positively influence people management capability and practices. This role will provide high level expert advice to key stakeholders through an HR Business Partnership model and will develop and execute integrated strategies and initiatives that deliver fit-for-purpose human resource practices. In addition, as a member of the People, Culture and Safety Department, HR Business Partners will be responsible for the delivery of specific Human Resources portfolios and projects for the organisation.

Key Responsibilities and Duties

- Business partner with department leaders and managers to build effective relationships, sound knowledge of department services, processes and resourcing requirements to enable



considered input into the identification, diagnosis and resolution of people management matters and risks.

- Provide high level advice, coaching and support on a broad range of complex HR issues and practices, offering solutions in line with the council's priorities and in accordance with relevant government policy, legislation, industrial awards and departmental policy.
- Develop and maintain strong partnerships with senior managers in the business to identify and respond to trends, people / performance hotspots and emerging business issues and needs.
- Identify new opportunities where HR can add value to the business to build capability in the area of people management, workforce planning, diversity, culture and engagement.
- Undertake a range of HR projects to support departmental priorities, including ensuring all 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.
- Prepare succinct and high-quality briefs, reports and other correspondence on a range of employment and workforce issues within tight timeframes.
- Provide coaching and guidance to enhance people manager capability to engage, motivate, support and coach employees for high performance, improve retention and to positively influence behavioural and culture change.
- Partner with departments to design and implement strategies to enhance organisational performance and support effective organisational change and workforce planning.
- Develop, implement and review Human Resources policies and procedures to ensure they are relevant, contemporary, easy to navigate, and in line with legislative and organisational requirements.
- Provide an exceptional customer experience with a focus on service excellence, responsiveness, quality consistent advice, and attention to detail.
- Contribute to or lead projects and initiatives under the People & Culture strategy, and as otherwise required, and work collaboratively with the People Culture and Safety team.

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.
- The HR Business Partner has authority and freedom to act within established operational and budgetary guidelines and the provisions of relevant acts, regulations, codes and Council policies.
- The incumbent fully briefs the Head of Workplace Relations and HR on significant issues of operational and strategic importance and can make decisions on routine and operational issues.
- Ensure that the Council's HR policies and procedures are of a high professional standard which promote the City of Port Phillip as an inclusive employer of choice.
- Accountable for ensuring the organisations policies and legal obligations pertaining to recruitment, procurement, the Fair Work Act and the Councils EA are met.



- The position is not responsible for significant financial resources. However, the role does have responsibility for identifying opportunities to ensure effective investment 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

- Sound problem solving skills including the ability analyse a range of options and provide advice, where guidance may not always be available.
- Ability to evaluate options and make recommendations.
- 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.
- Guidance is usually on hand for significant and complex issues.

Specialist Skills and Knowledge

- Demonstrated ability to act as an internal consultant within the organisation and provide services that meet the needs and expectations of customers.
- Highly developed written and verbal communication skills, with the ability to engage with staff at all levels.
- Sound knowledge of the Fair Work Act, Equal Opportunity legislation other relevant employment legislation.
- Experience in interpreting and applying Awards, agreements, policies, procedures and other industrial instruments.
- A strong track record of demonstrating initiative, flexibility and contributing to a team.
- Experience in HR Systems, including HRIS/Payroll and eRecruitment systems (Aurion preferred)
- Experience facilitating meetings, workshops and other learning forums.

Management Skills

- Ability to manage own time, meet deadlines and set priorities to achieve targets, with a diverse range of activities and often conflicting demands.
- Ability to implement HR policies and practices.
- Experience in managing projects and change within a complex organisational environment.



- Contribute to the team’s effectiveness through collaboration, cooperation, consultation and the prioritisation of collective objectives.
- Previous people management responsibilities.

Interpersonal Skills

- 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 prepare contracts of employment, recommendations, policies and procedures.
- Proven listening, coaching, negotiation and influencing skills.
- 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 or business-related discipline with relevant work experience.
- Working knowledge of Industrial and Employee Relations legislation and framework including the Fair Work Act, Occupational Health and Safety, Equal Opportunity, Human Rights.
- Demonstrated experience in the provision of generalist Human Resources advice in a unionised environment within a medium to large sized organisation.
- Demonstrated understanding and evidence of contemporary HR practice, teamwork and outstanding customer service skills.

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

- Relevant tertiary qualifications in Human Resource Management or business-related discipline with relevant work experience.
- Demonstrated influencing and coaching skills, including the ability to create and maintain positive relationships across the organisation that inspire and deliver confidence, trusted and honest communications and interactions.
- Capacity and willingness to investigate and problem solve issues to ensure effective resolution and to facilitate productive outcomes for Council.
- Demonstrated ability to act as an internal consultant within in a fast paced, complex environment, and provide services that meet stakeholder needs.
- Excellent written and verbal communication skills, including reporting, business correspondence, policy writing, negotiation and presentation skills.
- Able to manage competing, complex and ambiguous issues and projects within defined time periods.



- Demonstrated experience in the provision of generalist Human Resources advice in a unionised environment within a medium to large sized organisation.
- Strong computer skills in the Microsoft Office suite of applications and experience working with HR Information Systems for the preparation of HR business data.

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.