



Position Description – People & Culture Business Partner

Division	Corporate Services
Portfolio	People and Culture
Business Unit	People and Culture
Level	7
Reports To	Manager People and Culture
Prescribed Position	No

Position Objective

As part of the People & Culture team, this position is responsible for delivering strategic and operational people initiatives that support the City of Charles Sturt's vision and objectives.

Working closely with leaders and employees, for their assigned portfolio areas, the business partner will establish trusted and influential relationships through providing expert consultation and coaching to build capacity and ensure alignment between business operations and people initiatives to positively promote the behavioural expectations that support the City of Charles Sturt's organisational values.

Key Responsibilities

- Partner with leaders to provide value added strategic and operational people initiatives and solutions that enable the City of Charles Sturt (CCS) to deliver on its vision and objectives.
- Partner with leaders to support employee engagement and culture initiatives and model high standards of constructive values and behaviours.
- Lead industrial matters including:
 - Supporting enterprise bargaining negotiations and consultative processes;
 - Providing strategic advice and ongoing support on employee relations matters, including dispute resolution and managing escalated or complex cases where required;
 - Providing advice and develop supporting materials to undertake effective case management of employee relations matters;
 - Conducting complex investigations ensuring legislative compliance, due process and fairness;
 - Representing CCS in the South Australian Employment Tribunal when required.

- Actively participate in the identification, development, implementation and embedding of people and culture strategies, projects and initiatives, that enable an agile and high performing workforce now and into the future.
- Contribute to the development of CCS People and Culture policies and act as a subject matter expert in the interpretation and application of associated policies, awards and enterprise agreements as relating to employees.
- Leverage people and culture related metrics and analytics to measure progress and provide meaningful data and culture insights to inform decision making.
- Work collaboratively to support leaders with talent management including advising on workforce planning, organisational design, and recruitment support including job design, classification assessments, and coordination of recruitment campaigns.
- Establish and maintain close liaison and effective relationships with employees at all levels, providing a constructive work environment which enables colleagues to develop, grow, and explore ideas and projects.
- Ensure a thorough and up to date understanding of relevant people and culture trends, legislation and case law to effectively advise the organisation and actively maintain industry networks.
- Facilitate the implementation of effective strategies to promote diversity and inclusion, talent management, employee communication, development and performance to promote engagement and a culture of continuous growth and development.
- Support leaders and employees with the use of internal people systems
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Excellent verbal and written communication skills.
- Highly effective interpersonal, coaching and advocacy skills.
- Well-developed time management, problem solving and decision-making skills.

- High level of ability to motivate and influence people.
- Highly effective presentation and facilitation skills.
- Ability to foster a constructive culture and demonstrate behaviors consistent with our organisational values.
- Ability to effectively liaise with and build relationships with staff at all levels.
- Project management skills which include research, development and implementation skills.
- Ability to use initiative, think strategically and generate innovative solutions and ideas.
- Ability to work under limited direction.
- Ability to respond to a constantly changing environment and lead others through change.
- Proven ability to interpret awards and employment legislation and to utilise a risk-based approach and apply a legal lens to the provision of HR/IR advice.
- Proven ability to maintain confidentiality.
- Intermediate technology skills including the Microsoft Office suite, and experience in recruitment and HR information systems, and corporate systems.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation

Knowledge

- Comprehensive knowledge of change management principles and practices.
- Sound knowledge of Awards, Enterprise Agreements and employment legislation.
- Comprehensive knowledge of Human Resource Management practices and procedures, best practice and trends.
- Sound knowledge of job design and the job classification processes.
- Working knowledge of activities and work practices of occupations within Council.
- Working knowledge of processes and procedures of the South Australian Employment Tribunal is desirable

Experience

- Demonstrated background and experience in a Human Resources Management and/or Industrial Relations environment.
- Experience in the development and delivery of cultural change and organisational change programs.
- Experience in managing change and leading on organisational development projects.
- Proven experience in designing and delivering training.

Qualifications

Degree in Human Resource Management or relevant discipline, or demonstrated equivalent years of experience	Essential
Qualifications or extensive experience in training design and facilitation	Desirable
Professional accreditation in job classification	Desirable