

HR BUSINESS PARTNER

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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The position is:

Position Title	HR Business Partner		
Department & Section	Corporate Services - People & Culture		
Team	Human Resources		
Reporting to	HR Team Leader		
Positions Reporting to it	Nil		
Classification and Stream	MOA 6		
Position Number	1120 1130	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

- Provides a proactive partnering Human Resource (HR), Industrial Relations (IR) and Recruitment service delivering associated activities across the organisation to enable the delivery of quality outcomes for the Community.
- Provides HR support and guidance to our Managers and employees across our entire community with the aim strengthen people management capability and utilization of initiatives.
- Support the Team Leader of HR to put in place new HR initiatives, policies and practices to support the future direction of CPAE.
- Assist in building the capability and capacity of our leaders and employees so they can provide valuable services to our Community.
- Responsible to the extent of critical thinking/analysis/providing recommendations and then working collaboratively with the TL/Manager/Broader Team to ensure alignment with strategic direction

What does the position do?

- Acts as a trusted strategic partner to leaders, providing high-level advice and solutions across human resources, industrial relations, employee relations, workforce planning and organisational change.
- Leads the delivery of contemporary people and culture initiatives that align with organisational priorities, legislative requirements and future workforce needs.
- Provides expert, evidence-based advice to managers on complex and sensitive matters, including performance, conduct, grievances, investigations, change processes and workforce risk.
- Identifies emerging workforce trends, risks and opportunities, and develops practical recommendations to strengthen organisational capability and support service delivery outcomes.
- Partners with leaders to design workforce strategies, position structures and role clarity that enable effective service delivery, capability uplift and sustainable workforce planning.
- Manages time effectively to ensure high service delivery across the organisation
- Contributes to the development, review and implementation of HR policies, frameworks and programs to ensure compliance, consistency and contemporary practice.

POSITION DESCRIPTION



- Influences and coaches leaders to build confidence, accountability and capability in people management and decision-making.
- Uses data, insight and critical analysis to inform recommendations, support business improvement and drive sound workforce decisions.
- Leads or contributes to organisational projects and change initiatives, ensuring people impacts are identified, managed and communicated effectively.
- Builds strong collaborative relationships across the organisation to deliver integrated, customer-focused and value-adding HR services.
- Other reasonable duties as required are undertaken

What outcomes does the position deliver?

- Strategic and trusted HR business partnering that supports leaders to make sound workforce decisions.
- Improved leadership capability, confidence and accountability in people management.
- Effective workforce planning, role design and organisational change outcomes that support service delivery.
- Reduced workforce and industrial relations risk through timely, evidence-based and practical advice.
- Contemporary HR policies, programs and initiatives that are compliant, consistent and aligned to organisational priorities.
- Stronger organisational capability through data-informed recommendations, collaboration and continuous improvement.

The behaviours we expect the position to contribute to our workplace are:

- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Sound problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts
- Empowering partner who develops, coaches, and provides appropriate feedback to assist others reach their full potential
- Authentic partner who builds constructive relationships with people at all levels across the organisation
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Operates with a high level of empathy and openness to ideas and diversity
- High level interpersonal and influencing skills
- Politically aware

Qualifications for the position

- A qualification in Commerce, Law, Business, Human Resources or related field.

Experience

- Demonstrated background and experience working in a HR business partnering or advisory role within a medium to large complex and diverse organisation.
- Proven ability to build positive relationships with managers and employees on all levels across the organisation.

POSITION DESCRIPTION



- Sound experience in the delivery of generalist HR, IR and recruitment services to a diverse customer group.
- Demonstrated ability to analyse data and information to provide recommendations with alignment to strategic direction.
- Demonstrated critical thinking skills and the ability to apply pragmatic approaches aligned to the strategic direction of the organisation.

Knowledge

- Comprehensive knowledge of the State industrial relations system and relevant employment related legislation, awards and enterprise agreements.
- High level of knowledge of contemporary HR Management practices and procedures, including current best practices and trends.
- General knowledge of Equal Opportunity, Sexual Discrimination, Racial Vilification and Disability Discrimination Acts.
- Knowledge of Electronic Records Management Systems.
- Knowledge of activities and work practices of occupations within Council.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Employees

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.