

**POSITION:** HR Business Partner

**RESPONSIBLE TO:** HR Manager

**APPROVED BY:** HR Manager

## POSITION OBJECTIVES

The objective of this position is to provide timely, high quality operational and strategic HR advice and support to the leadership team in accordance with company policy, best practice and relevant legislation.

The role works collaboratively with the HR Manager to implement the workforce plan and provide support for organisational change, employee relations and industrial relations, providing input at the strategic level when required.

## KEY RESPONSIBILITIES

### Employee Relations

- Coach and advise managers on HR matters, including grievances, formal complaint management, disciplinary matters and terminations.
- Act as the first point of contact for any people related matters.
- Work to resolve conflict in the first instance within role and functional limit.
- Effectively deal with customer relationship needs and expectations.
- Resolve complex employee relations issues. Conducts effective, thorough and objective investigations.
- Participate in and provide oversight and guidance for disciplinary and grievance investigations, ensuring adherence to organisational policies and legislative requirements.
- Provide accurate and timely advice in relation to agreement and legislation interpretation and implementation
- Work with HR Manager to provide advice on the impact of relevant legislation and standards on work practices.
- Participate in employment related tribunals including conciliation and mediations as required.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Actively and consistently meet with the leadership team to discuss and people related matters.
- Routinely review policies and procedures.

### Recruitment & Talent Management

- Ensure the Fantech Group policies and business rules are followed in relation to the recruitment, selection and appointment of new employees.
- Coordinate and work with Managers to facilitate end to end recruitment including revision of position descriptions, advertising, candidate application management, shortlisting, reference checking, selection, onboarding and induction plans.
- Implement a range of appropriate and cost affective recruitment advertising activities to attract suitable candidates.
- Effectively coordinate all documentation for new employees including contracts of employment.
- In consultation with the hiring Manager, coordinate the induction/orientation for new employees.
- Remind managers of upcoming probationary reviews and procedures providing advice where necessary on issues as raised.
- Seek onboarding feedback from new employees and proactively assist with resolving any issues.
- Support the workforce planning process and work with Managers to facilitate end to end recruitment including revision of position descriptions, advertising, candidate application management, shortlisting, reference checking, selection, onboarding and induction plans.
- Oversee the on-boarding and probationary tracking of new employees.
- Implement talent strategies to attract, recruit, select, develop and retain quality professionals.
- Provide advice and training to Managers on recruitment strategies.
- Coordinate the identification of critical roles and participate in the implementation of an organisation wide talent and succession planning strategy.

**Leadership**

- Provide leadership through facilitating and influencing change processes in the organisation and in own area.
- Develop, maintain and be a role model for a culture among staff that is open to change and supports continuous quality improvement, collaboration, respect and accountability.

**Learning and Development**

- Support the delivery of organisational development solutions and learning and development programs
- Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
- Deliver HR relevant training in conjunction with the Leadership team as required.
- Identify departmental training needs as well as individual coaching and development requirements.
- Provides guidance and input on business unit restructures, workforce planning and succession planning.

**Health, Safety and Wellbeing**

- Support the creation and implementation of Health, Safety and Wellbeing policies, procedures, practices.
- Participate in and support the implementation of OHS initiatives across the organisation.
- Assist with risk assessments and identifying and eliminating hazards to support a safe working environment.
- Participate in the development of HR initiatives including employee surveys and wellbeing programs.

**Injury Management**

- Manage workplace injuries and return to work.
- Liaise with employees, managers, 3rd party external parties including medical staff, insurer, etc. to facilitate the return to work of injured employees.
- Coach managers and supervisors on the importance of early intervention and return to work obligations.

**Projects**

- Actively support the HR Manager to plan for and execute People, Learning and Workforce strategies that support the achievement of organisational objectives.
- Participate in the development and implementation of best practice and innovative people frameworks, initiatives and projects.
- Analyse trends and metrics in partnership with the HR Manager to develop solutions, programs and policies.

**Remuneration and Benefits**

- Deliver and support salary benchmarking and remuneration planning as required
- Support annual remuneration reviews ensuring legislation compliance
- Undertake position evaluations and provide remuneration advice to managers where required
- Participate in the creation and implementation of employee benefit schemes where applicable

**HR Administration/Other**

- Streamline transactional HR activities and provide timely, accurate assistance and liaison as required.
- Proactively develop, update and maintain HR correspondence, letters documentation, forms, templates etc. to ensure Fantech Group implements and maintains best practice HR procedures and compliant records management.
- Report on key HR metrics as well as periodic reporting to senior managers
- Manage policy and procedure review and development.
- Manage change planning/scheduling.

**Corporate Responsibilities**

- Cooperate with FANTECH PTY LTD in relation to any actions taken to comply with the relevant Occupational Health and Safety regulations for the state and/or country and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of FANTECH PTY LTD in a professional and confidential manner.
- Ensure that all FANTECH PTY LTD policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management (Equal Opportunity including harassment and bullying), risk management, financial management and customer service.
- Act in a professional manner at all times while performing duties for and/or representing FANTECH PTY LTD in accordance with the Business Management System (BMS), Employee Manual and accompanying policies.

## OTHER RESPONSIBILITIES

FANTECH PTY LTD retains the right to reasonably vary the position description as the position evolves to reflect the job being performed or required to be performed.

## SELECTION CRITERIA

### Education/Qualifications

- Tertiary qualifications in Human Resource Management and/or Business Management

### Experience and Skills

- Ability to coach and mentor people leaders and other HR team members to enhance overall capability in HR practice
- Ability to lead and influence in a variety of situations using approaches that are appropriate to the circumstances
- Demonstrated experience working within the industrial relations environment including dispute resolution.
- Detailed knowledge of current employment law and HR practices
- Ability to analyse problems and formulate balanced, appropriate and timely solutions.
- Adept at managing multiple pieces of work and prioritising the demands of a diverse range of stakeholders
- Excellent written and verbal communication skills including the ability to prepare reports, policies and procedures and communicate these to staff.
- Proven ability to understand and utilise computers and systems including Microsoft Suite, data entry, managing files and storing records.

### Personal Qualities/Behaviours

- Ability to develop strong, professional relationships with all internal/external stakeholders.
- Ability to exercise discretion/confidentiality at all times and process sensitive information appropriately.

## PHYSICAL REQUIREMENTS

The following tasks indicate the physical requirements of the role;

Task	Performed Frequently More than 2 hours in 1 shift or continually for 30 min	Performed Sometimes Less than 2 hours in 1 shift	Never/Rarely Performed Infrequent use/activity
Keyboard duties	×	○	○
Reading tasks	×	○	○
Writing tasks	×	○	○
Sitting (extended periods)	×	○	○
Walking/Standing (Briefly)	○	×	○
Walking/Standing (Extended)	○	×	○
Driving (Car/Forklift)	○	○	×
<i>(strike out whichever is inapplicable)</i>			
Lifting/Carrying duties (Light) <10kg	○	×	○
Lifting/Carrying duties (Heavy) >10kg	○	○	×
Pushing/Pulling tasks (Light) <10kg	○	○	×
Pushing/Pulling tasks (Heavy) >10kg	○	○	×
Bending/Kneeling requirements	○	○	×
Climbing (stairs, ladders)	○	×	○
<i>(strike out whichever is inapplicable)</i>			
Exposure to dust/dirt/hazardous materials	○	×	○
Exposure to chemicals and/or detergents	○	○	×
Stress - Difficult customers	○	×	○
Tight deadlines	○	×	○
Other (please specify)			

## ACKNOWLEDGEMENT

I have received, reviewed and fully understand the contents within this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_