

# POSITION DESCRIPTION

<b>Position Title:</b>	Human Resources Business Partner (HRBP)	<b>Directorate:</b>	Community and Corporate Services
<b>Position Number:</b>	100157	<b>Department:</b>	Human Resources
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	People
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Chambers
<b>Classification:</b>	Schedule A Salary Point 16-17		
<b>Reports to:</b>	Manager Human Resources		

## PRIMARY PURPOSE:

The primary function of this role is to provide high level expertise on a range of complex, strategic and operational human resources activities, programs, and projects. The Human Resources Business Partner (HRBP) will deliver significant support to Council business units and contribute to the achievement of their goals, thereby improving organisational performance.

## ORGANISATIONAL REPORTING RELATIONSHIPS:

### 1. Internal:

- The **Human Resources Business Partner** reports to the **Manager Human Resources** for all operational and management matters.
- The role is a key contributor to the Human Resources Team and will liaise with employees of Council.
- The role supervises the Human Resources Support Officer.

### 2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors, contractors, unions, Fair Work Commission, Equal Opportunity Tasmania and other specialist service providers to the City of Glenorchy.

## OUR VALUES:

### We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

### We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

### Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

### We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

## OUR CULTURE:



We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

## KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Provide professional and strategic HR Advice	<ul style="list-style-type: none"><li>• Provide specialist high level, professional and strategic HR advice, support and expertise to business units of Council, ensuring they are able to make informed decisions by identifying and responding to complex emerging issues and trends.</li><li>• Provide specialist advice and support to managers and employees on a range of HR matters including but not limited to employee experience, performance management, workforce planning, management and resolution of disputes and grievances, change management, workforce planning and leadership coaching.</li><li>• Supervise and coordinate the delivery of HR functions, including, Recruitment, Industrial Relations and generalist human resources services.</li><li>• Prepare high level concise and accurate correspondence including reports, briefing papers, and recommendations based on accurate research and analysis.</li><li>• Facilitate effective establishment management through job design, job analysis, development of Position Description documents, job evaluation, role reclassification.</li><li>• Administer and undertake the development, review and implementation of HR policies, procedures, guidelines, and templates to meet legislative requirements and support business requirements (Including stakeholder engagement and consultation).</li><li>• Oversight of adherence to Council's Enterprise Agreement including assisting the Manager Human Resources with preparations for reviews.</li><li>• Oversight and administration of Council's Joint Consultative Committee (JCC) &amp; Mind Health and Spirit Committee (MBSC).</li><li>• Be an active participant in and act as a champion for Glenorchy City Council's culture and values.</li><li>• Lead and manager any specialist HR projects that may arise, including, but not limited to:<ul style="list-style-type: none"><li>○ Workforce Development and Planning;</li><li>○ Temporary labour force solutions;</li><li>○ Health and Wellbeing;</li><li>○ Organisational Development Planning;</li><li>○ Contact Officers; and</li><li>○ Employee Assistance Programs.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>• Provide support to Council’s payroll function, by undertaking checking, clarification, and authorisation of the fortnightly payroll, including bank authorisation.</li> </ul>
<p><b>Provide professional and strategic HR Advice</b></p>	<ul style="list-style-type: none"> <li>• Provide advice on specific change management initiatives, department restructures, job role design and redundancy situations to improve cost and efficiency.</li> <li>• Deliver expert and confidential support for disciplinary processes of varying complexities and gravity, including undertaking investigations including those of a highly complex or sensitive nature, analysing situations and recommending and instigating appropriate actions.</li> <li>• Provide high level advice, support and guidance to Council business units to influence and ensure that grievances lodged are dealt with promptly, impartially and confidentially in accordance with best practice standards.</li> <li>• Manage all appeals, including those of a highly complex or sensitive nature, on behalf of the business unit, including completing all submissions and representing the Council at relevant Tribunals.</li> <li>• Provide high level support and advice to business units to influence and ensure the development and implementation of an efficient, effective and strategic approach to dealing with employees who are injured at work, working closely with the Work Health &amp; Safety team.</li> <li>• Deliver advice relating to the development of skills analysis and development planning, including contributing to the strategic planning process.</li> <li>• Work closely with the Human Resources team and other business unit staff to facilitate the consistent and integrated implementation of workforce planning policies and objectives.</li> <li>• In conjunction with specialist staff in Human Resources and managers of designated business units, determine requirements for innovative, responsive and effective HR training programs and information sessions.</li> <li>• Provide managers, supervisors and employees with support, advice and guidance, in relation to the human resource policies and procedures to ensure compliance.</li> <li>• Support managers in the integration of succession planning as a part of development processes, that facilitates the identification of employees who possess critical capabilities that meet the short and long term objectives of the organisation.</li> </ul>
<p><b>PID Officer</b></p>	<ul style="list-style-type: none"> <li>• Act as the PID Officer and deal with those employees / contractors confidentially reporting issues of concern regarding fraud or inappropriate behaviour by Council employees. The PID Officer may investigate the matter or pass the matter to the Ombudsman dependent upon the nature of the breach.</li> </ul>
<p><b>Customer Service</b></p>	<ul style="list-style-type: none"> <li>• Promote the positive image of Council as a whole</li> <li>• Ensure that a high standard of customer service is maintained to both internal and external customers</li> <li>• Engage, listen to and act where appropriate on feedback from our customers</li> <li>• Implement, evaluate and continuously improve quality systems and processes for the section</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets</li> <li>• Perform any other duties as directed.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Council’s policies and procedures, code of conduct and relevant acts</li> <li>• The incumbent is required to commit to use Council’s electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

**SPECIALIST DELEGATIONS:**

- As per the delegations of Council.

**ESSENTIAL LICENCES:**

- WWVP
- Car Licence (preferred).

**KEY SELECTION CRITERIA:**

1. Degree qualifications in HR management or a related field, or equivalent demonstrated experience in a HR generalist role (minimum 5 years) and has completed a Return to Work Coordinator approved course of training.
2. Ability to provide specialist advice regarding formal performance management processes coupled with experience conducting disciplinary meetings and HR investigations including those of a complex nature.
3. Ability to represent Council at Fair Work Australia, Equal Opportunity Tasmania and other external bodies including significant experience and knowledge of employment and industrial laws, HR administration and position description formulation and evaluation.
4. Well-developed communication skills with the ability to relate to people at all levels and to influence where appropriate.
5. Highly organised, with the appropriate administration skills to be able to meet deadlines under conflicting pressures while being committed to meeting customer expectations.
6. Experience with working as part of a team to achieve organisational goals.

**AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

I have read and agree to abide by the requirements of this position description.

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	