

PEOPLE AND CAPABILITY BUSINESS PARTNERING LEAD

Position Level: 6

Location: Port Hedland

Effective: August 2024

Responsibilities

The People and Capability Business Partnering Lead (P&CBP) is responsible for supporting working partnerships across the business, delivering value-added service to management and employees that reflect Pilbara Ports' business objectives. The P&CBP Lead contributes to the success of people and capability activities, whilst contributing to continuous improvement.

Reporting

The P&CBP Lead reports to the P&C Manager.

Accountabilities

Result Area	Major Activities
1. Safety and People	<ul style="list-style-type: none"> • Further a safe, inclusive, and collaborative workplace, that supports the physical health, mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically. • Lead and implement practices that improve safety and inclusion as outlined in the Leadership Capability Framework.
2. Integrated Management Systems:	<ul style="list-style-type: none"> • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security. • Keep up to date with relevant legislation and awards applicable to the performance of the duties of this position, and develop, communicate, implement and review HR policies and procedures that support the organisation and reflect best practice.
3. Business Partnering:	<ul style="list-style-type: none"> • Oversee the business partnering team, with a focus on developing increased capability in managers and employees. • Advise and coach managers so they are capable, and accountable, across the range of their employee management responsibilities. • Work with managers to design and develop job descriptions that incorporate principles of safe work design. • Undertake recruitment and on-boarding activities as required. • In consultation with the P&C Manager and P&C Services Lead, ensure P&C policies and procedures are clear, well understood and implemented across the business. • In consultation with Executive General Managers, lead workplace issue, discipline, and sub-standard performance matters, including undertaking investigations and reporting. • Provide subject matter expertise to managers regarding performance, talent development, succession planning, and organisational development.

	<ul style="list-style-type: none"> • Provide supervisors with IR information, including conditions of employment through enterprise agreements and common law contracts (with advice from the Compensation & Benefits lead). • Responsible for the promotion and operationalisation of the Leadership Capability Framework. • Provide generalist P&C actions and support across the employee lifecycle.
4. Capability and Development:	<ul style="list-style-type: none"> • Work with managers and employees to develop individual development plans. • Develop and deliver learning interventions that increase capability throughout the organisation, with a particular focus on improving leadership capability. • Develop, implement and maintain a mentoring framework, that is well understood by managers and supervisors. • Work in partnership with the P&C Services Lead to ensure Minimum Training Requirements, and other service standards, are achieved. • Support managers to implement the Youth Training Strategy. • Coordinate and provide mentoring support to trainees, graduates, and apprentices.
5. Diversity, Inclusion, Engagement and Wellbeing	<ul style="list-style-type: none"> • Supervise and coach Workplace Mentors, ensuring their effectiveness and self-care. • Contribute to the improvement of Pilbara Ports approach to diversity, inclusion, engagement and wellbeing ensuring timely and effective practices. • Undertake programs and projects that promote diversity, inclusion, engagement and wellbeing. • Promote the Employee Recognition Program, and other programs that relate to diversity, inclusion, engagement and wellbeing.
6. Other Duties:	<ul style="list-style-type: none"> • Prepare Executive and other business reports. • Undertake other projects and duties as required by the P&C Manager.

Selection Criteria

Qualifications:

- A tertiary qualification relevant to people and capability.

Personal Attributes:

- Behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity and promotes employee mental health and wellbeing.
- A mindset that is focussed on delivering outcomes for the organisation, rather than individual success.
- Possesses a future focus outlook, that considers both short-term and long-term advantages.

Work Related Requirements:

- Proven ability to partner with managers to achieve successful outcomes and improvements.
- Demonstrated success in delivery of people and capability programs and services.

- Highly developed written and verbal communication; including the ability to achieve through influence and negotiation.
- Well-developed organisational ability and success in coordinating numerous actions to deadlines.
- Formal employee relations knowledge, including a working understanding of the Fair Work Act.

Sound computing skills, the ability to gain a Maritime Security Identification Card, and a WA Driver's License are prerequisites for this position.