

Position Title	Human Resources Business Partner
Department	People and Performance
Unit	Human Resources
Team	HR Team
Supervises	N/A
Reports To	Team Leader Human Resources
Grade Range	H
Date Prepared	29/08/2019
Date Last Updated	15/06/2020

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

This is a generalist role providing strategic and operational Human Resource Management (HRM) and Industrial/Employment Relations (IR/ER) services and support to the management and staff of Canterbury Bankstown Council. This is achieved through partnering with the business and fostering strong relationships with client groups to deliver innovative solutions and effective outcomes for the organisation.

Accountabilities




- Provide accurate and consistent advice on HR issues, interpretation of Award and other Legislation relevant to HRM and IR/ER to the HR team and senior leaders.
- Provide HR expertise and coaching to leaders in relation to their HRM and IR/ER responsibilities demonstrating a comprehensive understanding of HR policies and procedures.
- Lead in the resolution of disputes, grievances, disciplinary and other industrial matters.
- Provide accurate and timely advice regarding reward and benefits, employee relations issues, business realignments, workforce planning, performance management, discipline, grievances and dispute resolution including identifying and communicating outcomes and any significant issues and risks.
- Negotiate, influence and constructively challenge decisions which are not in the best interest of the organisation.
- Negotiate and influence salary expectations and employment outcomes with candidates and leaders.
- Identify, develop, communicate, implement and review HRM policies and procedures that support the organisation and reflect current industry best practice.
- Build strong working relationships based on credibility and open communication.
- Take opportunities to build shared understanding and ownership of the organisations vision, values, strategies, plans and culture.
- Assist in the development and implementation of the Human Resources Business Plan and complete projects assigned as part of the process.
- Maintain various HR databases and systems and provide statistical information and reporting purposes to identify trends.

- Work with the other HR Business partners to ensure good practice, ensure a broad consistency of approach and cover each other as necessary.
- Promote equality and diversity as part of the culture of the organisation.
- Partner with the Talent Team to attract and recruit high calibre candidates.
- Coordinate and/or deliver training programs as required.
- Deliver new employee inductions and refresher induction training as required.
- Maximise own productivity by networking and maintaining industry contacts.
- Undertake other duties as requested by the Team Leader Human Resources and/or Manager Human Resources.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for • Translates negative feedback into an opportunity to improve
Relationships		
Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Results		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

Resources		
Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in HR/IR/ER or similar, ideally at degree level.

Essential Experience

- Well-developed HR generalist skills in an award based environment.
- Interpretation of Award and other Legislation relevant to HRM and IR/ER.
- Lead in the resolution of disputes, grievances, disciplinary and other industrial matters.
- Experience in recruitment and selection ideally using behaviourally based interviews, psychometric testing.
- Demonstrated use of initiative.

Desirable Qualifications and or Experience

- Certificate IV Training and Assessment
- Accreditation - SHL Psychometric Testing

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>