



Position description

Position title:	People and Culture Business Partner
Group:	People and Community
Reports to:	People and Culture Manager
Reports:	Direct: 0 Indirect: 0
Status:	Permanent Full-time
On call roster	No
Salary grade:	15
Position code	PCBP
Position Of Trust	Yes

Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley.



Primary purpose of the position

To work closely with managers and employees as a people facing function, driving and promoting leader led organisational people capabilities. Shape implement and measure the effectiveness of Workforce Strategies.

Position of trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Key accountabilities

Key accountabilities of this position include, but are not limited to, the following:

- Coaching leaders in understanding workforce strategies and industrial relations matters, the impacts to their teams and translating these to their day-to-day responsibilities and roles to fully realise the benefits of workforce strategies.
- Advise and support leaders and employees across a range of People and Culture related programs (including, but not limited to: Talent Management and Recruitment Strategies, Learning and Development, Performance and Recognition Programs, Employee Engagement, Change Management).

- Influence management and leaders to promote, and employees to understand, the significance of workforce management strategies and positive organisational culture, values, behaviours and Employee Value Proposition across all stages of the employment lifecycle.
- Applying knowledge of legislation, industrial awards, agreements and instruments to support the organisation's effective participation in workforce relations consultation and negotiation process.
- Coordinate end to end recruitment processes, including recruitment and selection processes, through to offer of employment.
- Engaging and negotiating with union and industry bodies as required.
- Analysing and interpreting workforce data to determine workforce strategy impacts, support policy and procedure formulation, project planning and implementation, and reporting.
- As required perform the role of Return-to-Work Coordinator.
- Partner with the HSE Team to deliver cross-function initiatives (including but not limited to, injury management, return to work coordination, and drug and alcohol testing).

Key challenges

- Building and fostering relationships across all levels of the organisation and external partners, establishing the position as a trusted partner for People and Workforce matters.
- Prioritising a high volume and diverse workload; being effective at both a strategic and operational level, while maintaining a high customer service focus.
- Meeting the current maturity of our HR model (traditional/ compliance driven HR) and driving the required changes and continuous improvements to deliver a more business-integrated/ strategic HR model, demonstrating resilience, flexibility and adaptability.

Work Health and Safety responsibilities

- Ensure you are able to competently and safely perform any work you undertake.
- Ensure compliance with the WHS policy, WHS management system and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your supervisor unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

Key relationships

	Who	Why
Internal	Manager	<ul style="list-style-type: none"> • Receive guidance and provide support and sound input on relevant human resource matters, initiatives and innovation. • Provide information regarding issues, workforce information and status of assigned tasks and projects.
	Leadership team and key staff	
	Team members	<ul style="list-style-type: none"> • Work collaboratively to achieve business outcomes for staff and Council. • Participate in discussions and decisions regarding implementation of best practice across workforce strategies, processes and initiatives.
	Internal stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with other staff to achieve operational efficiency and effectiveness. • Provide accurate and timely advice and support regarding HR initiatives, practices and workforce information. • Ensure compliance with relevant policies and legislation.
External	Key external stakeholders	<ul style="list-style-type: none"> • Develop and maintain professional networks with workers compensation insurer and other industry bodies to seek advice, respond to queries and maintain awareness of industry trends.

Acceptance of the position

I agree to the requirements of the above Position description as at:

(Employee name)

(Signature)

(Date)

Selection criteria

- Tertiary qualification in Human Resources, or related discipline, plus minimum 3 – 5 years' experience in a similar role.
- Demonstrated recent knowledge of employment practices, legislation, industrial agreements, and awards.
- Confident in coaching, mentoring, and influencing, so to effectively inspire and motivate others.
- Passionate about, and a demonstrated knowledge of Human Resource best practices, trends and challenges.
- Return to work coordinator certification and demonstrated knowledge and understanding of the requirements of WHS legislation and the WHS Act 2011.
- Computer skills utilising the Microsoft Office suite of products and an advanced working knowledge of HR Information Systems
- Demonstrated capacity to exercise sound judgement, discretion, confidentiality, and initiative.
- High level interpersonal skills including good verbal and written communications skills with a close attention to detail.
- Demonstrated organisational skills and ability to manage concurrent activities with competing deadlines, with a solution focused, continuous improvement approach.

Licences/tickets:

- Driver Licence – Class C

Essential credentials

Qualifications		Skill Step required
2547	Bachelor-level qualification in human resources supported by 3-5 years' experience in a similar role.	Entry
Licences / tickets		
2125	Completion of Council's Employee Induction Training	Entry
1551	<i>Privacy and Personal Information Protection Act 1998</i> and other relevant Acts training.	Entry
2258	NAV training.	Entry
1671	Return to Work Coordinator accreditation.	SS1
Vaccinations		

Skill step progression plan

Entry Level	
1001	<ul style="list-style-type: none"> Must have 100% of entry level skills.
1303	Demonstrate knowledge of employment practices, legislation, industrial agreements and awards.
2678	Demonstrated ability to develop and maintain work systems, procedures and practices within area of responsibility to ensure sufficient service delivery and outcomes.
1759	Demonstrated ability to deliver on-site training and development of staff.
1156	Demonstrated ability to communicate sensitively, tactfully and effectively with both internal and external stakeholders.
1350	Proven ability to develop and maintain productive relationships with internal and external stakeholders.
2586	Demonstrated capacity to exercise sound judgement, discretion, confidentiality and initiative.
2623	Demonstrated ability in supporting the implementation of continuous improvement initiatives and effecting positive cultural change.
Skill Step 1	
1001 1451	<ul style="list-style-type: none"> Must have 100% entry level plus a minimum of 80% of Skill Step 1 competencies to qualify for permanent progression to Skill Step 1.
1026	Experience interpreting and providing advice in relation to employment practices, industrial agreements and awards.
2256	Well-developed time management skills with the ability to identify priorities, plan and organise your own work to meet expected timeframes.
2257	Demonstrates self-motivation, a high degree of initiative, flexibility and accountability.
2389	Demonstrated ability to assess and manage competing priorities and prepare, coordinate and execute a program of works or activities.

2589	Initiate, support and champion change, assist others to accept and engage with change.
Skill Step 2	
1001	<ul style="list-style-type: none"> • Must have 100% of entry level skills + • 100% of Skill Step 1+ • Required to meet 80% of Skill Step 2 competencies to qualify for permanent progression to Skill Step 2.
1002	
1452	
2316	Knowledge and implementation of strategic and business- centered human resource management initiatives.
2572	Demonstrated ability to prioritise and achieve milestones within allocated time frames, both individually and in small teams.
2558	Facilitate opportunities to engage and collaborate with internal and external stakeholders to develop joint solutions.
2585	Demonstrated creative problem-solving skills.
2587	Demonstrated research and analytical skills.
Skill Step 3	
1001	<ul style="list-style-type: none"> • Must have 100% of entry level skills + • 100% of skills step 1+2 • Required to meet 80% of skill step 3 competencies to qualify for permanent progression to skill step 3.
1003	
1453	
2619	Responsible for the timely implementation and delivery of quality deliverables of specific initiatives allocated under the Integrated Planning and Reporting framework.
2306	Completion or significant progress towards professional skill development and/or enhancement of technical or management skills as documented and agreed in previous annual performance review.
2574	Excellent oral communication and interpersonal skills with demonstrated abilities in consultation, fostering relationships and negotiation with a variety of stakeholders.
1151	Demonstrated ability to evaluate codes (awards), standards, regulations and guidelines, providing advice and recommendations on the implications on future programs and activities.
1416	Demonstrated leadership, management and strategic planning skills in relevant operational area, and team management practices.
Skill Step 4	
1737	<ul style="list-style-type: none"> • To be determined in consultation with your supervisor, subject to approval by the General Manager.