

PART 1 – POSITION DETAILS

| | |
|---------------------------------------|-----------------------------------|
| Position Title | Senior HR Business Partner |
| Position Number | NB0095 |
| Division | Workforce & Technology |
| Business Unit | HR & WHS |
| Pay Rate | Northern Beaches Grade L |
| Reports to | Executive Manager Human Resources |
| Hours | 70 hours per fortnight |
| Status | Permanent Full-time |
| Date of last review and update | November 2019 |

NORTHERN BEACHES COUNCIL'S VISION

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

DIVISION

Workforce & Technology Division

The Workforce & Technology Division encompasses a range of functions that support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The division comprises the following business units – Information & Digital Technology, Human Resources, Strategy & Performance and Digital Strategy & Information; and report directly to the Director of Workforce & Technology.

PART 2 – BUSINESS UNIT OVERVIEW

Human Resources Business Unit

The Human Resources Unit provides a full range of services for Council staff. This includes partnering with all groups within the organisation to provide advice and consultancy on a range of functions, including employee relations, recruitment, retention, learning and development programs, workforce planning and Work Health & Safety including Workers Compensation. We are committed to providing high quality service and timely and accurate advice to all clients and stakeholders.

PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

Role Purpose

The Senior HR Business Partner reports to the Executive Manager Human Resources and provides a hands-on senior business partnering role to allocated client groups and senior leaders across the organisation. The role provides strategic high level advice through identifying key people opportunities and challenges; analyse proposed business projects and identify HR impacts; advise and coach your client group in people related issues and opportunities; influence senior leaders on the need to implement HR policy, procedure and changes in line with strategic intent/direction; and conduct workplace investigations.

The Senior HR Business Partner provides advice to leaders on matters pertaining, but not limited, to performance management, engagement, remuneration & reward, capability development, ER dispute resolution/ and disciplinary matters.

This key operational role works closely with the broader HR group whilst supporting business client groups.

Key Responsibilities

Business and Strategic Planning

- Actively participate in and understand the business and strategic planning principles
- Review or refine activities in light of changing conditions to ensure attainment of strategic plan goals

Policies and Procedures

- Assist in the development and implementation of procedures and management standards to enhance the effective and efficient management of Human Resources processes and provide support research and advice on related projects
- Interface with internal customers to ensure coordination of the development of policies, processes and implementation of new initiatives
- Participate in the review of existing HR processes and make recommendations for change

HR Business Partnering

- Build trusted business partnerships and relationships
- Coach, support and develop leaders in client groups
- Project manage key agreed people related business initiatives
- Risk management of key people and process decisions across the business
- Report on business partner HR activities
- Provide key input into ER/IR strategy for business partners: provide recommendations on how to maximise the benefits of the ER/IR landscape to assist the business to meet its strategic goals

Technical Expertise and Advice

- Interpret award and employment conditions to provide high level advice to management
- Manage the grievance procedure to ensure that employee issues are resolved in a proactive manner in accordance with our values, goals and award requirements
- Manage workplace investigations where required
- Assist with the coordination of complex and potentially high profile HR projects.
- Oversee the implementation of service reviews across the organisation in accordance with our values, ensuring staff are informed and consulted at key points in the process
- In liaison with the relevant employer association and legal professionals, represent Council in industrial matters and before industrial tribunals where appropriate
- Maintain a current working knowledge of relevant industry developments, legislation and practice

- Be responsible to day to day decision making and for providing clear and concise written advice to business partners and Executive Manager HR
- Leadership and management of ER/IR issues including interpretation and application of relevant legislation and regulations, advice, and positive relations with third parties, particularly in relation to employee relations
- Lead the negotiation of industrial agreements with the experience to cost any changes, seek improved working arrangements and deliver in negotiations
- Provide support, assistance, timely and systematic advice and reporting to the Executive Manager Human Resources on all aspects of operation

Self-Leadership

- Actively participate in discussion and agree upon goals and strategies for the wider HR Group, with the Executive Manager HR, in accordance with the organisation's goals, plans and objectives and relevant legislation
- Monitor work outputs against agreed work requirements and performance expectations

Network and Personal Development

- Maintain effective links with unions
- Maintain a current working knowledge of HR developments, legislation and practice
- Cultivate and maintain industry links by means of journals, workshops, seminars and conferences as agreed with senior management
- Participate in training and other professional development
- Develop and maintain co-operative, appropriate and effective working relationships with internal and external stakeholders, with a demonstrated commitment to excellence in customer service.
- Maintain effective confidentiality, probity and anti-corruption measures in all dealings
- Build networks, and establish strategic links with internal divisions, external agencies and/or groups.
- Gain an understanding of the political process and political environment at Northern Beaches Council and manage sensitive relationships

People Leadership

- Role model the Northern Beaches Councils values and behaviours
- Lead and motivate team members and provide clear goals and vision for the team to align with the Executive Manager's objectives
- Take ownership for the recruitment and on boarding of new team members
- Engage in regular feedback to all team members
- Empower the team to take action and make decisions
- Share relevant operational and strategic information from the Executive Manager and above
- Encourage and support the professional development of the team
- Provide expert knowledge and advice on the resolution of major issues
- Communicate regularly with the team both formally and informally
- Be aware of the well-being of the team.

Operational

- Ensure compliance with Council processes and procedures
- Direct the team in and contribute to, the planning, implementation and review of major programs
- Provide advice to the Executive Manager on policy or key issues
- Provide a framework for decision making and problem solving within the team and be responsible for its implementation. Problem solving would have minimal escalation to the Executive Manager
- Liaise with the public and external groups/organisations

- Negotiate on important matters with a high degree of independence
- Report on key metrics relevant to the team
- Build and maintain productive relationships with senior level internal and external stakeholders
- Evaluate and monitor performance of the team to ensure accurate and efficient service is provided to both internal and external customers
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures
- Prioritise WHS in meetings, reviews and within team activities
- Provide detailed, easily accessible information of relevant WHS policies and procedures to the team
- Document and communicate WHS issues to the Executive Manager.

Business Performance

- Identify and implement cost savings
- Identify and implement any possible alternative income and revenue generation Identify and implement new processes, procedures or systems to improve efficiency
- Actively participate and contribute toward the integration of core services across council
- Drive increased business performance through values based work
- Form short, mid and long term goals and plans and delegate within the team to achieve Business Unit outcomes.

**** Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training)*

PART 4 – ESSENTIAL CRITERIA

Educational & Experience Requirements

- Relevant tertiary qualifications in human resources or a related field and or significant relevant experience in a senior HR business partnering or senior HR generalist position in a diverse organisation
- Highly developed leadership skills and an approachable style as well as the ability to manage and work in a multi-disciplinary/cross functional professional team with a passion for improvement.
- Extensive experience and detailed knowledge of contemporary employee relations and human resource issues affecting a diverse organisation. This includes experience providing high quality strategic employee relations advice to mitigate organisational risk including successful negotiation strategies with unions.
- Significant experience across the majority of HR functions (e.g. recruitment, induction, learning and development, WHS, remuneration management, performance management, employee relations, payroll)
- Current Class C (minimum) NSW Drivers Licence

Capabilities and Knowledge

- Strong leadership skills, with a proven ability to role model values and behaviours
- Strong organisational skills
- Demonstrated ability to lead, coach and mentor a high-performance team focused on strong customer service
- Demonstrated experience in effective communications with a range of stakeholders

- Demonstrated ability to act with integrity at all times, with all stakeholders
- Demonstrated problem solving and decision making skills
- Demonstrated ability to initiate and respond effectively to change
- Demonstrated project management skills
- Demonstrated commitment to EEO, WHS and ethical practice principles
- Excellent level of communication, presentation, facilitation and influencing skills
- Demonstrated ability to manage concurrent projects with competing deadlines
- Demonstrated high level analytical thinking and problem solving skills and initiative, including ability to initiate and respond effectively to change, to solve complex workplace issues
- Business partnering skills and the ability to formulate effective solutions to meet business requirements
- Demonstrated high level computer skills and ability to use a variety of office based software.
- A personal style which reflects Council values and achieves the desired results whilst maximizing Council's reputation and values.
- Demonstrated commitment to customer service, continuous learning, EEO, Work Health and Safety and ethical principles
- Proven ability to build strong trusting relationships with internal and external customers.
- Behavioural characteristics demonstrating professional confidential manner, confident, and positive
- Resilience, and adaptability to change and demonstrated ability as a change agent
- Behaviour that positively demonstrates Council's values of: Trust, Teamwork, Respect, Integrity, Service, Leadership
- Demonstrated commitment to customer service, continuous learning, EEO, Work Health and Safety, and ethical principles

PART 5 – DESIRABLE CRITERIA

- Knowledge and understanding of local government
- Experience in building positive organisational workplace culture.