

<b>POSITION TITLE</b>	<b>People &amp; Culture Business Partner</b>	
<b>GROUP / DEPARTMENT</b>	<b>Corporate Services / People &amp; Culture</b>	
<b>REPORTING TO</b>	<b>Manager People &amp; Culture</b>	
<b>DIRECT REPORTS</b>	<b>Nil</b>	
<b>EMPLOYMENT BASIS</b>	<b>Permanent Full time Local Government State Award</b>	
<b>BAND/LEVEL</b>	<b>Band 3 Level 2</b>	
<b>GRADE</b>	<b>Grade 12</b>	
<b>APPROVED BY</b>	<b>CEO</b>	<b>Date:</b>
<b>EMPLOYEE</b>	<b>Name:</b>	<b>Date:</b>
	<b>Signature:</b>	<b>Date:</b>

**POSITION PURPOSE**

The People & Culture Business Partner is responsible for leading staff and managing resources to deliver high quality and innovative People & Culture services to Edward River Council.

**ACCOUNTABILITIES**

This position contributes to the performance of Edward River Council through the following accountabilities from the Accountability Framework:

**Operational Accountabilities**

- Workforce Planning, Execution and Delivery
- Workforce Performance Management Delivery
- Succession Planning Service Delivery
- Delivery of Workforce Culture Initiatives
- Employee Relations Service Delivery
- Staff Consultative Committee Coordination
- Staff Grievance Process Coordination
- Employment Law Service Delivery
- Coordination and Delivery of Staff Training & Education
- Talent Management Service Delivery
- Onboarding and Induction Service Delivery
- Assist hiring managers with Recruitment and Selection Service Delivery
- Remuneration Service Delivery
- Reward and Recognition Service Delivery
- Training Plan Development and Delivery
- Traineeship Support
- Staff Performance Reviews Program Service Delivery

- O Volunteer Program Framework Development
- O Onboarding and Induction Program for Volunteers
- O Advise and Support for Departments on Volunteer Management
- O TechOne HR Module Management
- O Staff Health and Wellbeing Program Delivery
- O Return To Work and Claims Management
- O Workers Comp Annual Estimate and Return
- O Dispute Resolution Service Delivery
- O Oversight of Payroll Management (TechOne)
- O TechOne Payroll Module
- O Fortnightly Payroll Review

**LINKS (INTERNAL)**

- People & Culture team
- Directors, managers, advisors
- Other officers requiring support from People & culture

**LINKS (EXTERNAL)**

- Government departments
- Other Councils
- Fair Work Commission
- Unions
- Contractors
- Other external parties as required

**KEY DUTIES AND RESPONSIBILITIES**

- Coordinate and report on the People & Culture team contribution to the annual Operational Plan, other relevant strategies and plans, supporting achievement of service and project delivery targets and timely reporting of service performance.
- Monitor the People & Culture team budgets, supporting cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance.
- Provide People & Culture advice and services to support the achievement of Council's objectives, ensuring compliance with relevant legislation, the Local Government Act 1993 and Local Government Regulation.
- Foster a culture of continuous improvement and customer service excellence that supports strong employment relationships and workplace culture.
- Lead, develop and coordinate the People & Culture team in a way that is consistent with Council's values, policies and systems.
- Identify, implement and monitor safe work practices for the People & Culture team and service risk in line with Council's WHS policies and procedures.
- Coordinate and implement Council's human resource management system and initiatives, including recruitment and selection, induction and onboarding, annual staff training plan, performance review and development and offboarding processes.
- Provide support with the ongoing improvement and uplift of Technology One human resource modules.
- Coordinate Council's payroll function, including overseeing the delivery of pay runs and maintaining the payroll system.
- Coordinate Council's Consultative Committee.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

### SELECTION CRITERIA

#### Essential

- Certificate IV in Human Resource Management or similar, or equivalent experience in a comparable role.
- Contemporary experience implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.
- Contemporary experience delivering People & Culture services, including recruitment and selection, performance management and workplace investigations.
- Contemporary experience in payroll production and associated procedures in a diverse organisation.
- Demonstrated ability to coordinate and develop staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding in contemporary risk management and Work Health and Safety principles and practice.
- Strong written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- National Police Check or willingness to obtain.
- Current Drivers Licence.

#### Desirable

- Experience in Local Government with knowledge of the Local Government Award, employee related legislation and staff policies.
- Knowledge of Technology One software.

### COUNCIL RESPONSIBILITIES

#### Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

#### Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

#### EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.