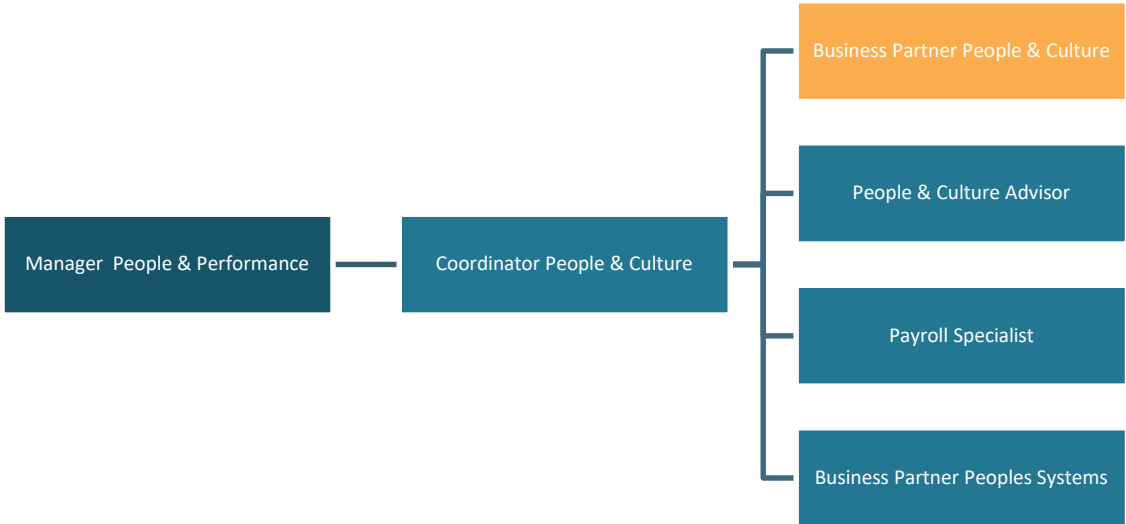


BUSINESS PARTNER PEOPLE & CULTURE

Position No.	1343
Classification	Band 6
Directorate	Corporate Services
Department	People & Performance
Division	People & Culture
Department Context	<p>The People & Performance department exists to support the engagement, management, development, safety and wellbeing, of our workforce; and our compliance with relevant corporate and employee related legislation.</p>  <pre> graph TD MP[Manager People & Performance] --- CP[Coordinator People & Culture] CP --- BPPC[Business Partner People & Culture] BPPC --- PCA[People & Culture Advisor] BPPC --- PS[Payroll Specialist] BPPC --- BPPS[Business Partner Peoples Systems] </pre>
Position Purpose	<p>The Business Partner People & Culture partners with leaders and stakeholders across the organisation to build employee capability, embed Council's vision and values, and strengthen people management and decision making. A key leadership role in driving a respectful, fair and engaging workplace culture where people care, thrive and grow.</p>

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Business Partnering

- Be a trusted partner by providing exemplary HR business partnering advice, guidance, and coaching on people management processes and strategies across the employee lifecycle. The business partner empowers and influences leadership to drive a respectful, supportive, inclusive, and high-performing workplace culture underpinned by our values and in support of our employee value proposition.
- Support and advise leaders on effective workforce planning solutions and organisational structures.
- In conjunction with the People & Culture Advisor, support hiring managers with recruitment best practices.
- Contribute to key organisational and professional development programs and provide training initiatives for operational team and leadership.
- Assist in the implementation of strategic department and operational initiatives, action plans and strategies.
- Lead and embed People & Performance strategic plans as they relate to Council Strategy and applicable legislation. This may include Child Safe Standards framework, employee wellbeing programs, diversity and inclusion.
- Support leaders and the Safety & Wellbeing team to enhance, promote and protect employee wellbeing.
- Provide generalist human resources support across the entire employee cycle and support payroll processes where needed.

Industrial Relations

- Provide expert advice relating to employee relations including interpretation of industrial instruments and Council policy, issue resolution, investigations, grievances, and performance management.
- Participate in and support the negotiation and bargaining processes (agenda, minutes, communications) while fostering constructive working relationships with unions and employee representatives.
- Contribute to and regularly review Council's People and Performance Policy Framework with particular focus on employee entitlements, performance and behaviour management and application of our industrial instruments.

Performance Management and Dispute Resolution

- Provide expert guidance, strategies and solutions to support day-to-day performance management and address behaviours which do not align with our values.
- Manage and resolve employee relations issues and grievances, leading effective and fair investigations end to end to ensure fair outcomes.
- Refine and review people management practices which drive a culture aligned with our values and employee value proposition - fostering career development, strategic workforce planning, high performance, and employee wellbeing.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Council's Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.

- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence, and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Adept
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Adept
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Adept

Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Adept
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Adept
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Adept
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Advanced
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Adept
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Intermediate

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	<ul style="list-style-type: none"> This position will work with leadership to implement strategies which foster constructive and effective employee relations and ensure legislative compliance. Freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken may be significant, but usually subject to appeal or review by the Coordinator or Manager. The officer will be expected to provide broad support across the People & Culture team including assisting with payroll and general HR processes.
Judgement and Decision Making	<ul style="list-style-type: none"> The nature of the work is specialised, with methods, procedures and processes developed from theory and precedent. It may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving involves applying known techniques to new situations. The officer is required to show good judgement and diplomacy and refer issues to management when required to sustain relationships. It is expected that balanced judgement be shown in all decision-making processes. The position will provide input into policy development within the area of human resources expertise. Guidance and advice to be provided within a reasonable timeframe.
Specialist Skills & Knowledge	<p>The Business Partner People & Culture shall have:</p> <ul style="list-style-type: none"> A passion and experience across a diverse range of HR activities including employee and industrial relations, performance management, leadership coaching, learning and development, recruitment, succession planning and workforce planning. Experience in end-to-end management of industrial issues, investigations, and performance management processes.

	<ul style="list-style-type: none"> • Knowledge of employment related legislation, industrial agreements and competency in the interpretation and application of this legislation. • Ability to partner with the organisation to grow leadership capability and confidence and drive a culture of respect, safety and inclusion. • Competency in MS Office and knowledge of a variety of software packages and HRIS systems. • An understanding of the function of the position within its organisational context, including policies, regulations, and precedents.
Management Skills	<p>The Business Partner People & Culture shall have the ability to:</p> <ul style="list-style-type: none"> • Manage time, set priorities, and plan workload to meet objectives. • Manage projects and activities simultaneously, allocating time and resources appropriately to meet Council's overall objectives. • Work under pressure to meet tight deadlines. • Research and analyse a broad range of data and information. • Solve problems through discussion and teamwork.
Interpersonal Skills	<p>The Business Partner People & Culture shall have the ability to:</p> <ul style="list-style-type: none"> • Liaise effectively and gain cooperation and assistance from internal staff and external clients and stakeholders. • Work independently and effectively within a team environment and positively contribute to the team. • Work constructively with managers, coordinators, and staff at all levels. • Readily gain the confidence of others and set high standards of professionalism. • Prepare written communication with the ability to write reports and external correspondence.
Qualifications & Experience	<p>The skills and knowledge required are beyond those normally acquired through tertiary education alone. Skills and knowledge may be acquired through completion of a degree or diploma course with some relevant experience, or through lesser formal qualifications with substantial relevant experience, or through substantial relevant experience in the field of specialist expertise.</p> <ul style="list-style-type: none"> • Tertiary qualification in human resources, industrial relations, employment law or a related discipline. • Demonstrated experience in an ER Business Partner or generalist HR role.

KEY SELECTION CRITERIA

1. Tertiary qualification in human resources, industrial relations, employment law or a related discipline along with demonstrated experience in an ER Business Partner or generalist HR role.
2. Exceptional interpersonal and communication skills with the ability to build respectful and professional relationships with people at all levels of Council.
3. Demonstrated ability to manage end to end employee relations matters, investigations and performance management processes.
4. Current knowledge of employment related legislation, industrial instruments and experience in the application and interpretation of these.
5. Ability to manage multiple projects, tasks and stakeholders simultaneously while working in a fast-paced environment.

6. Commitment to building safe, respectful and inclusive workplace cultures.
7. High level of integrity and honesty and a commitment to confidentiality.
8. Highly resilient with strong drive and attention to detail.

Other Requirements

9. A current Australian driver licence.
10. Mental Health First Aid Certificate (desirable)

APPROVAL

Approved By (Department):	People & Performance
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Reviewed By (P&C):	Coordinator People & Culture
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Date:	April 2025
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Employee Acceptance:	<i>Accepted via online onboarding portal</i>
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