



Position Description

Position Title:	Human Resource Business Partner
Position No:	1014, 1016, 2083
Position classification:	Level 7/8
Status:	Permanent Full Time
Position revised on:	5 December 2025
Directorate:	Corporate Services
Business unit:	People and Culture
Service area:	Human Resources
Location:	City of Melville Civic Centre
Reports to:	Lead – Human Resources
Reporting line:	People and Culture Officer

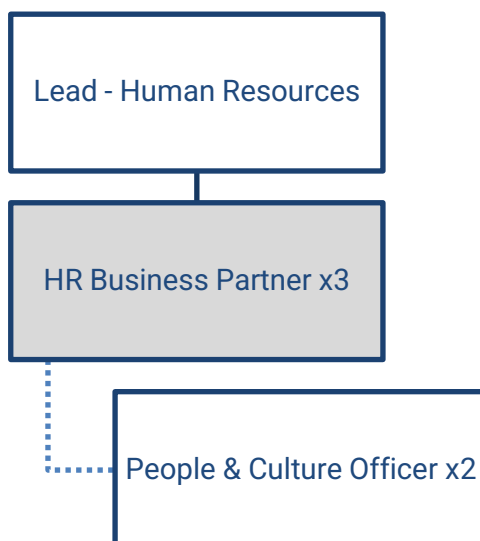
Primary Objective/s

To achieve human resource goals, programs, and projects.

To work with people leaders in developing HR solutions which address people matters and enhance productivity, collaboration and engagement, as well as align with organisational goals.

To work in partnership with the organisation and assigned group/s to deliver high-quality Human Resources and Industrial Relations support in a timely and professional manner.

Structure



Principle Accountabilities

- Work in partnership with assigned groups to deliver timely, professional strategic and operational guidance and advice to support planning, decision-making and judgment for sound team/business unit/organisational outcomes.
- Advise managers and employees in the interpretation of applicable Award, Agreements, performance management, terms and conditions of employment and policies and protocols to ensure consistency in their implementation and operation.
- Project manage key human resource project and initiatives.
- Develop, implement, monitor and review suite of human resources policies, procedures, practices and programs ensuring that they meet legislative, best practice and organisational requirements.
- Contribute to the achievement of performance targets as described in the Community Strategic Plan, Corporate Plan, Workforce Plan and other key performance and benchmarking indicators as adopted by the department.
- Develop and maintain productive, professional relationships with colleagues, management, staff, union representatives, employer associations, service providers and other stakeholders.

Selection Criteria

Essential Requirements

- Degree in Human Resource Management or equivalent.
- Contemporary industry knowledge and demonstrated generalist human resources experience and advising on appropriate Human Resource or Industrial Relations related solutions.
- Demonstrated experience with HR metrics.
- Demonstrated negotiation and facilitation experience in the resolution of complex problems and issues.
- Project development and implementation skills.
- Proven ability to work productively as a member of a team and contribute to team goals.
- Well-developed interpersonal, written and verbal communication and influencing skills, including the ability to build effective working relationships with people at all levels within the organisation.

Desirable Requirements

- Experience working in both National and State Industrial Relations systems.
- Working knowledge of developing and implementing Diversity and Inclusion Plans.
- Experience with developing and implementing effective on-boarding programs.
- Experience in conducting workplace investigations.
- Exposure to Talent Development, LMS systems and training requirements.

Other

- Work proactively within the organisation to promote, support and adhere to a holistic Safety, Health, Environment and Quality culture and associated policies and procedures.
- This position does not have delegated or purchasing authority.