



POSITION DESCRIPTION

Position Title:	People & Culture Business Partner
Position Number:	11122
Directorate:	Office of the Chief Executive Officer
Reports to:	Manager People and Culture
Department:	Human Resources
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 6

1. POSITION OVERVIEW

The People & Culture Business Partner (PCBP) serves as a strategic and collaborative partner to both the Directorates and the People & Culture team. The PCBP plays a crucial role in aligning HR strategies with business objectives to drive organisational success. As a trusted advisor to managers and leaders, providing expertise in HR matters while understanding the unique needs and challenges of the business. The PCBP is responsible for implementing HR initiatives, fostering a positive work culture, and ensuring compliance with relevant employment laws and regulations.

1.1. Position Objectives

- Provide an effective, consistent and timely delivery of HR services to support organisational needs.
- Provide an advisory service to managers and staff on all matters pertaining to human resources.
- Assist in the monitoring of HR compliance issues and delivering general HR administrative functions.
- Contributes to the development, implementation and monitoring of policies and procedures based on relevant legislation and contemporary HR practices.
- Coordination and continuous improvement of the Corporate Induction Program and Performance Review System.
- Undertake project work as directed by the Manager People and Culture

2. DUTIES & RESPONSIBILITIES

2.1. Strategic Partnering

- Collaborate with senior leadership to understand the organisation's overall business objectives and develop HR strategies that support them.
- Analyse workforce trends and data to provide insights and recommendations for driving organisational effectiveness.
- Utilise HRIS and other tools to manage employee data, generate reports, and support decision-making.

2.2. Employee Relations

- Act as a trusted advisor to managers and employees, providing guidance on HR policies, procedures, and employment laws.
- Manage and resolve employee relations issues, conducting investigations and facilitating conflict resolution when necessary.
- Mediate and resolve conflicts, ensuring a fair and respectful work environment
- Lead initiatives to enhance employee engagement and retention, including conducting surveys, analysing results, and implementing action plans.

- Drive initiatives that promote diversity, equity, and inclusion to create an inclusive and respectful workplace culture.

2.3. Talent Acquisition and Management

- Partner with managers to assess current and future talent needs, supporting workforce planning and succession planning efforts.
- Support recruitment efforts by assisting in selection processes, including interviewing and candidate evaluation.
- Identify high-potential employees and develop tailored development plans to nurture their growth.
- Support onboarding and orientation programs to ensure smooth integration for new employees.
- Collaborate with Learning and Development team to identify training needs and implement relevant programs.

2.4. Performance Management

- Assist in developing performance management processes and tools
- Provide coaching and guidance to managers on performance management, including goal setting, feedback, and performance improvement plans.
- Collaborate with managers to ensure fair and consistent performance evaluation processes.

2.5. Compliance and Risk Management

- Provide guidance on HR best practices and compliance with relevant laws and regulations
- Stay up to date with employment laws and regulations, ensuring HR policies and practices are in compliance.
Mitigate potential legal risks by conducting thorough investigations and ensuring consistent application of HR policies.

2.6. Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Works under general supervision of the Manager People and Culture
- Works in accordance with approved Council's policies, procedures and guidelines.
- Ability to exercise a degree of autonomy.

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions.
- Ability to exercise initiative and judgement where practices and direction are not clearly defined.

3.3. Specialist Knowledge & Skills

- Sound knowledge and ability to interpret, understand and apply relevant Human Resource and EEO legislation
- Thorough understanding of contemporary HR practises and procedures.
- Developed negotiation, mediation and advocacy skills.
- Demonstrated administrative, research and analytical skills, demonstrated through efficient and accurate production of reports and documents.
- Demonstrated knowledge of the functions of local government including the legislative, policy and procedure requirements of the Local Government Act 1995 and associated Regulations (desirable).

3.4. Interpersonal Skills

- Highly developed verbal and written communication skills including management of sensitive and confidential issues where conflict may be present.
- Highly developed interpersonal and negotiation skills to enable the effective communication with stakeholders and the coordination of multi-disciplined teams and external consultants.
- Proven ability to work autonomously and within a team.
- Advanced communication and leadership skills with the ability to influence and reconcile different points of view to achieve desired outcomes.
- Excellent time management skills including ability to meet conflicting deadlines
- Ability to organise, prioritise and plan own time and work to achieve performance objectives.

3.5. Qualifications & Experience

- Tertiary qualification in Human Resource Management or related discipline and/or experience in a similar role
- Proven experience in interpreting and applying awards and certified agreements and employee entitlements.
- Membership with Australian Human Resources Institute is desirable
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)