Blacktown City. Made Together

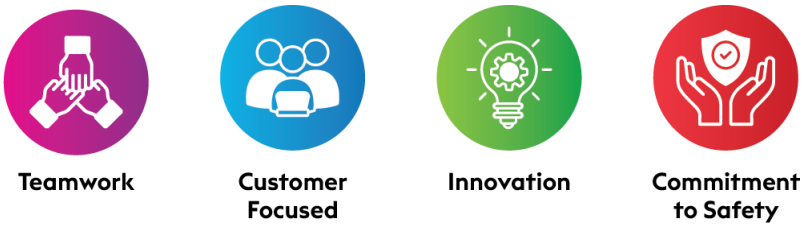
Position description

Human Resource Business Partner

Summary information

Section	People and Culture	**Directorate**	Corporate Services
BCC number(s)	BCC780, BCC781, BCC782 BCC1755, BCC2013 and BCC2139	**Position type**	Permanent, full-time
Grade	Grade 17	**Skill descriptor**	Band 3 Level 3
Reports to	Senior Coordinator Human Resources	**Direct reports**	No
Approval limit	$0	**Release limit**	$0
Created/reviewed	August 2024		

Our values



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Blacktown City Council

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all of their objectives.

1. Position purpose

This role is primarily responsible for the delivery of professional employee services in line with Council's strategic direction, in a pro-active and efficient manner that enables council to attract, develop and retain appropriate and suitably qualified employees through provision of effective support and advisory services in accordance with current Human Resources (HR) and Industrial Relations (IR) practices.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Diploma or above in an appropriate field
- Extensive experience in a related field
- Demonstrated well developed communication and interpersonal skills, sound analytical and problem-solving skills
- A sound knowledge of Commonwealth, State and Local Government legislation impacting on HR and IR
- Demonstrate appropriate knowledge of, and commitment to, equal opportunity principles and anti-discrimination law in the workplace
- Computer literate
- Ability to work within a small, dynamic and fast- paced team environment
- Availability to work flexible working hours
- Current Class C driver's licence.

Desirable:

- Degree level qualifications in Human Resources, Business/Commerce, Industrial Relations, Psychology or Law
- Previous experience in carrying out grievance and workplace investigations.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Maintain knowledge of relevant internal (e.g. procedures, policies etc.) and external (e.g. legislative changes) HR information
- Provide generalist HR advice and service to managers on HR related activities and matters including recruitment and selection
- Provide HR advice and support to managers regarding management of employee relations matters, employee performance and disciplinary matters
- Provide sound and informed advice to managers on organisational design issues, including structures and position gradings whilst maintaining the integrity of Council's Salary System
- Implement the annual recruitment and selection of Council's Business Administrative Trainees and Apprentices
- Implement the annual Employee Development System
- Maintain and continuously improve upon HR systems, documentation and programs
- Action all internal/external correspondence and documentation appropriately
- Assist with the development, maintenance and delivery of applicable operational aspects of the Council's Workforce Plan
- Provide leadership in developing and managing strategically complex and sensitive projects/assignments that comply with appropriate legislation and Council Policy
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
    - familiarise yourself with our volunteers policy and standards
    - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
    - undertake training needed to effectively coordinate volunteers
    - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.

- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Manage the implementation of the annual recruitment and selection of Council's Business Administration Trainees and Apprentices including, but not limited to, developing an action plan, consulting with relevant stakeholders, coordinating resources, meeting scheduled timeframes and completing relevant correspondence e.g. unsuccessful letters.
- Complete job evaluations using the WYATT system and provide accurate and prompt response to requests for grade placement of positions.
- Contribute as a HR representative on Selection Interview Boards and Panels when required.
- Access and review various sources (internal and external) of HR related information in order to maintain knowledge of and advise on contemporary HR issues, legislative changes and/or best practice/s.
- Provide professional HR advice and timely replies to internal/external customer enquiries.
- Advise and assist council officers in the management of employee performance, specifically disciplinary procedures/practices.

- Assist, as required, with industrial relations matters (e.g. compiling and researching information, replying to correspondence, minute taking, resolving industrial disputes/issues).
- Advise and assist Council officers in the management of employee performance, specifically disciplinary procedures/practices.
- Provide advice to managers on structural change and related position grading.
- Recommend changes to HR systems, documentation and programs based on the review of various external sources of information and/or continuous reviews of existing internal arrangements.
- Assist management, as and when required, in respect to disputes, enquiries, and appeals to industrial tribunals.
- Conduct exit interviews.
- Undertake the facilitation of various Council programs (e.g. Corporate HR Induction, information sessions, etc).
- Develop, review, update and implement HR system documentation (e.g. policies, procedures, position descriptions), including intranet and internet content, and programs (e.g. Corporate Induction Program).
- Process necessary correspondence and documentation in a timely manner e.g. Employee Appointments, Advertising Requests, gratuity payments, certificates of service, confirmation of employment, maternity leave requests, exit letters etc.
- Utilise and monitor customer enquiries via the online HR Enquiry Management System (e.g. log customer enquires etc) and HR email account.
- Assist with the provision of administrative support to the following committees:
    - Staff Consultative Committee
    - Field technology
    - Equal Employment Opportunity (EEO)
    - Leaseback vehicles.
- Assist with the development, review and implementation of the Workforce Management Plan and HR strategies generally.
- Assist in workplace redesign.
- Conduct training sessions as directed.
- Undertake research assignments and special projects as directed.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: