

Position/s Description

HR Business Partner (POS2149, POS2197)

Directorate Department	Corporate Support People and Culture
Reports to	HR Business Partnering Lead
Number of Direct Reports	N/A
Position Grade	15
Employment Type	Permanent Full-time
Primary Location	Civic Place, Liverpool
Date Approved	April 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

Provide a people and organisational development advisory and consultancy service to a client group of Directors, Managers and Co-ordinators ("people leaders") to support service delivery and achievement of strategic objectives through its people.

Develop an understanding of business and people priorities and proactively build and maintain relationships to ensure that the Human Resources Business Partner is an intrinsic part of the client group's operations.

Provide strategic advice, coach and partner with relevant people leaders (and other stakeholders) in determining appropriate actions, finding solutions and decision making on a range of people and culture matters (including workplace relations, workforce planning, organisational structure and design, change management, performance and achievement, talent engagement and development).

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Driving and interpreting organisational strategic direction and how workforce programs can drive business outcomes. Consulting, supporting and advising people leaders on the development and implementation of people and culture strategies and initiatives, including those specified in the Delivery Program, Operational Plan and Workforce Management Plan.	Workforce strategies are aligned to long-term organisational priorities and effectively translate strategic direction into actionable workforce initiatives. Advice to leaders strengthens organisational capability, supports cultural uplift and contributes to the achievement of strategic outcomes across the Delivery Program and Workforce Management Plan.
Advancing a strategic mindset in HR related activities that drive organisational performance and assisting line managers in understanding the workforce issues that will impact business goals	Identify the workforce issues specific to allocated portfolio areas and how strategically to implement and deliver the initiatives to shift and improve workforce performance
Establishing a trusted advisor status through quality and sound advice, and a creative and proactive “can do” approach.	Proven strong, credible relationships with people leaders Provide accurate, timely and practical advice taking into account context
Sound people and workplace relations solutions and responding to issues arising in a highly unionised work environment.	Advice is justifiable, provides options and is ethical on employee relations matters (grievances, discipline, IR issues) ensuring compliance with legislation, Awards and policies
Provide expert advice, coaching and support to people leaders on people and workplace relations matters, including Award and legislative interpretation, grievance and disciplinary processes, and the communication of relevant policy, procedure and legislative changes in a timely and consistent manner.	Leaders are equipped to make informed, strategic decisions on people matters; advice is forward-looking, risk-aware and supports a constructive workplace culture. Legislative and policy changes are communicated in a way that supports organisational readiness and long-term workforce stability.
Establishing and maintaining a close working relationship with people leaders, employees and relevant stakeholders to develop a comprehensive knowledge and understanding of the business and its people and culture needs, enabling effective relationships and proactive HR Support.	Demonstrated working relationships with people leaders, employees and relevant stakeholders are established and maintained Demonstrated a comprehensive and current knowledge and understanding of the business and its people and culture needs.
Developing and delivering innovative and strategic solutions to varying business needs, with limited resources and competing priorities in a climate of change (including potential resistance to change).	Identify and implement contemporary HR practices, systems and solutions to improve organisational effectiveness Demonstrate how to prioritise project solutions based on cost-benefit analysis

Recommending appropriate responses to meet Council people and organisational development strategic objectives and needs.	Use and present workforce data and HR metrics to inform strategies including workforce planning, engagement and performance improvement
Exercising sound judgement, empathy, and discretion when dealing with sensitive and complex people and organisational development matters	Is confidential and professional and bases decisions on organisational values and goals in accordance with relevant legislation, policies and procedures
Proactively assist, educate and supporting people leaders to improve their ability to manage employees including coaching, mentoring and training	Develops ways to improve manager employee management capability with a combination of delivered education and training sessions, coaching and mentoring.
Effective workplace change programs are implemented with robust advice and minimal adverse impacts	Complies with legislation and policies and can demonstrate expertise in change management frameworks and practices
Provides advice on talent acquisition, employee value propositions, talent management, performance assessment, training analysis, culture improvement, HR technology and reward and benefits programs	Has satisfactory knowledge and can provide high level advice on key HR workforce improvement functions
Workforce data including remuneration, hours, demographics are sourced and analysed as a means of resolving workforce cost and efficiency opportunities	From compiled data downloads can prepare management reports that analyse and determine solutions and recommendations

Decision Making Authority and Responsibilities	
Decision Making	- Exercises independent judgement in providing advice and solutions on people and culture matters - Interprets legislation, Awards, policies and procedures to guide decision-making - Develops and recommends improvements to processes, systems and workforce practices - Escalates complex matters requiring formal investigation, significant risk, or policy change
WHS Responsibilities	- Complies with Work Health and Safety legislation, policies and procedures - Promotes a safe and healthy workplace culture - Supports people leaders in managing WHS responsibilities and risks within their teams
Financial Delegation	- Operates within approved budget and delegated financial authority - Refers expenditure outside delegation limits for approval - Supports cost-effective workforce and organisational solutions

Key Relationships	
Who	Why
Chief People Officer	Strategic alignment, escalation and guidance
Business Partnering Lead	Collaboration on complex employee relations matters
CEO and Executive Team	Strategic workforce advice and organisational initiatives
Directors, Managers, Co-ordinators (People Leaders)	Primary client group for advisory, coaching and support
Employees	Provide guidance and support on people and workplace matters
Unions	Consultation and management of industrial relations matters
External consultants and professional bodies (e.g. LG NSW)	Specialist advice, benchmarking and collaboration
All employees	Collaboration on complex employee relations matters

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
Essential:	Qualifications / Licences • Tertiary qualifications in a relevant discipline and/or extensive job-related knowledge and experience in workplace relations or human resources • Class C Driver Licence Experience • Generalist HR management experience including workforce planning, talent engagement, change management, and workplace design • Experience in coaching, influencing and partnering with people leaders to achieve sound organisational outcomes • Experience in using a flexible approach to problem solving and capacity to apply relevant best practice principles in service delivery. Knowledge and Skills • Extensive knowledge and understanding of contemporary people and organisational development practices, issues and trends and application in the workplace including relevant legislation and policies • Knowledge and skills in strategic planning on workforce related matters and how specific initiatives improve workforce performance to deliver business goals • Demonstrated high level communication (verbal and written), interpersonal and negotiation skills. • Demonstrated high level research, analytical and problem-solving skills. • Demonstrated strong coaching, influencing and motivation skills, with the ability to influence and gain cooperation and assistance from others as required. • Strong research, organisation, analytical and problem solving skills • Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
Desirable (if applicable):	• Experience working in a political environment • Experience working in a highly unionised environment

Signature		
<i>By signing below, I understand the contents and expectations of this position description.</i>		
Name	Signature	Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.