

Position Description

Date Reviewed:	July 2026	
Position:	Human Resources Business Partner	
Business Unit:	People, Capability and Safety	
Directorate:	Executive Services	
Location:	Civic Centre	
Reports to:	Business Manager People, Capability & Safety	
Remuneration:	Grade 10	
Award Classification:	Band 3 Level 2	
Hours of Work:	35 hours per week 8:30am – 5pm 43 minute lunch break 9 day fortnight	This role may be subject to an Individual Hours Agreement as per Council's Flex First Procedure.

Council Vision & Mission



Passion - Strive to always be at your best & to support colleagues to be at their best to provide outstanding service & outcomes.

Respect - Commit to always treating everyone in ways you would personally value being treated.

Innovation - Collaborate to creatively problem-solve with team members to generate new ideas being mindful of policy requirements.

Dedication - Be determined, resilient and relentless in delivering quality outcomes for the community regardless of the obstacles encountered.

Excellence - Commit to achieving & leading best-practice in our sector.

Position Statement

This position provides specialised technical, operational, advisory, and administrative support within the People, Capability & Safety function. The role contributes to the effective delivery of employment relations services, workforce management initiatives, workforce planning activities, and organisational projects. It provides advice and guidance on a broad range of workforce matters, including the Local Government (State) Award interpretation, policies, procedures, performance management, and employee relations. The position plays a key role in fostering compliant, consistent, and contemporary people management practices, supporting the achievement of Council's strategic and operational objectives.

Position Duties

- Provide high-quality administrative, operational, and project support to the Business Manager People, Capability & Safety, including the preparation of documentation, coordination of meetings, and management of employment relations and workforce-related matters
- Develop and maintain detailed knowledge of relevant employment related legislation, regulation, industrial instruments and Council's workforce management policies and procedures to ensure compliance and facilitate best practice outcomes
- Assist in the delivery of workforce management initiatives in partnership with the Business Manager People, Capability & Safety
- Provide guidance on the Local Government (State) Award conditions and policies and procedures, escalating complex matters to the Business Manager People, Capability and Safety
- Contribute to the provision of contemporary human resource advice and support across a range of operational and strategic people management initiatives
- Undertake performance management processes, including supporting employee investigations in collaboration with the Business Manager People, Capability and Safety
- Coordinate employment relations processes including, position evaluation, attraction and exit assessments, probationary periods, performance reviews, metrics reporting, salary packaging and other relevant processes
- Assist in the resolution of employee relations matters through coaching, mediation, and practical HR guidance
- Coordinate and oversee Council's Council's Diversity and Inclusion Framework, working group activities and associated initiatives
- Oversee Council's Equal Employment Opportunity (EEO) Plan including review and the implementation of initiatives
- Provide support for Council's Career initiatives including event logistics and promotional activities
- Coordinate the administration of Council's staff survey program, including the development and monitoring of action plans, facilitation of the staff survey working party, and reporting on progress and outcomes
- Oversee the processing, administration, and accurate registration of relevant documentation within Council's electronic records management system and management of the Human Resource Information System (HRIS)
- Support organisational change initiatives by providing advice, communication strategies, and people-focused solutions in accordance with the Local Government (State) Award
- Assist in the development and review of HR procedures and ensure compliance with relevant employment legislation, the Local Government (State) Award and organisational policies
- Collate and analyse workforce trends and HR metrics to inform decision-making and identify trends.
- Carry out other duties that are within the limits of the employees skills, competence and ability as required by Goulburn Mulwaree Council
- All staff are responsible and accountable for creating and keeping accurate and complete records of their business activity in accordance with Councils Records Management Policy and the Code of Conduct

Essential Selection Criteria

- Tertiary qualifications in Human Resources Management or a related discipline and/or significant demonstrated experience in a similar role
- Proven ability to interpret and apply employment related legislation, industrial instruments and workforce management policies and procedures
- Proven ability to support performance management processes and maintain accurate, confidential records
- Demonstrated high level experience in the use of Microsoft Office Suite, with experience in the use of Human Resource Information Systems and Records Management Systems
- Proven ability to manage competing priorities and provide high levels of support in a diverse environment.
- Demonstrated high-level interpersonal, oral and written communication skills, with the ability to provide professional advice, maintain strict confidentiality, and support informed decision-making through effective consultation and stakeholder engagement
- Class C Drivers Licence and Current NSW Working with Children Check
- Demonstrated ability to emulate Council's values of passion, respect, innovation, dedication and excellence and to strive to achieve our vision and mission

Desirable Selection Criteria

- Previous local government experience or experience working in a complex HR environment
- Demonstrated experience conducting workplace investigations

Competencies

Entry Level:	Satisfactorily meets essential criteria
Level 1:	• Demonstrated proficiency in managing routine people management matters with minimal supervision, including coordinating minor disciplinary and performance management processes and preparing recommendations for review. • Demonstrated ability to accurately interpret the Local Government (State) Award, policies and procedures, prepare people-related correspondence, and produce reports to support decision-making. • Demonstrated ability to apply employee relations and industrial relations knowledge to provide advice and resolve routine workforce management issues.
Level 2:	• Demonstrated capability to independently lead routine disciplinary and performance management matters from initiation to resolution, ensuring procedural compliance and accurate record keeping. • Demonstrated ability to apply sound judgement in identifying workplace risks and issues, resolving routine matters independently and escalating complex matters appropriately. • Effectively supports the Business Manager People, Capability & Safety in complex employee relations and industrial matters, including investigations, organisational change and workplace disputes.
Level 3:	• Demonstrated specialist capability in applying employee relations and industrial relations expertise to provide authoritative advice and resolve a broad range of workforce management issues. • Independently manages routine to moderately complex disciplinary, performance management and employee relations matters, ensuring compliance with legislative, industrial and organisational requirements. • Builds effective relationships with managers and employees, influencing best-practice people management outcomes through the provision of expert advice on employment legislation, the Local Government (State) Award, policies, procedures and workforce management practices.
Level 4:	1 year of satisfactorily demonstrating the LEAP commitments at the level required for the role

WHS Performance Measures & Responsibilities

All Employees/Workers	
Responsibilities:	Performance Measures:
Take reasonable care for their own health and safety and ensure their acts or omissions do not adversely affect the health and safety of others.	Adhere to all safe working procedures including verbal instructions given by Managers/Supervisors. Demonstrate reasonable care of themselves and others who may be affected by their actions.
Ensure, so far as is reasonably practical, all work is performed to comply with requirements of the WHS Act and Regulations, Councils policies and procedures relating to health and safety in the workplace that they have been notified of.	Demonstrated adherence to WHS Policy and procedures. Signed acknowledgement sheets of policies and procedures that all workers have been informed of.
Assist in carrying out risk assessments and developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).	Evidence of participation in performing risk assessments for all duties. Evidence of participation in developing Safe Work Method Statements (SWMS) and Safe Work Procedures (SWPs).
Ensure all work is performed in accordance with site specific risk assessments, Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).	Demonstrated adherence to site specific risk assessments. Demonstrated use of Safe Work Method Statements (SWMS) and Safe Working Procedures (SWPs).
Report all identified hazards, accidents/incidents, and near misses to Manager/Supervisor.	Actively monitor the workplace to determine presence of hazards and initiate actions to rectify/eliminate the hazard. Reporting all hazards, accidents, incidents, and near misses to Managers/Supervisor in a timely manner.
Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	Demonstrated use and maintenance of safety equipment and PPE.
Commitment to WHS and promote a risk assessment approach to all activities performed by Council.	Participate in risk assessment process and the development of Safe Work Method Statements or Safe Work Procedures. Attend toolbox and other meetings relating to WHS requirements.
Have a sound understanding of the WHS requirements associated with their employment duties.	Attendance at WHS training sessions. Demonstrated awareness of WHS responsibilities outlined in position description.

Job Demands Checklist

The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Frequency Definitions

- Occasional: Activity exists up to 1/3 of the time when performing the task
 Frequent: Activity exists between 1/3 and 2/3 of the time when performing the task.
 Constant: Activity exists more than 2/3 of the time when performing the task.
 Repetitive: Activity involves repetitive movements.

Demands	Description	Frequency				
		O	F	C	R	N A
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	√				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					√
Hand/Arm Movement	Tasks involve use of hands/arms – e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				√	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist	√				
Standing	Tasks involve standing in an upright position without moving about					√
Driving	Tasks involve operating any motor powered vehicle	√				
	Tasks involve driving vehicle on unsealed roads	√				
Sitting	Tasks involve remaining in a seated position during task performance				√	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	√				
Walking/Running	Tasks involve walking or running on even surfaces		√			
	Tasks involve walking on uneven surfaces	√				
	Tasks involve walking up steep slopes					√
	Tasks involve walking down steep slopes					√
	Tasks involve walking whilst pushing/pulling objects					√
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees					√
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, cherry-pickers etc. anything where the person stands on an object other than the ground					√
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	1. Light lifting/carrying (0-9 Kg)		√			
	2. Moderate lifting/carrying (10-15 Kg)					√
	3. Heavy lifting/carrying (16 Kg and above)					√
Digging	Tasks involving manual digging					√
Pushing/Pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking					√
Grasping	Tasks involve gripping, holding, clasping with fingers or hands					√

Demands	Description	Frequency				
		O	F	C	R	N A
Manual Dexterity	Tasks involve fine finger movements – i.e. keyboard operation, writing				√	
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance – i.e. looking at screen/keyboard in computer operation, working in dark environment, working at night				√	
Hearing	Tasks involve working in a noisy area – e.g. workshop and/or operation of noisy machinery/equipment					√
Smell	Tasks involve the use of the smell senses as an integral part of the task performance – e.g. working with chemicals					√
Taste	Tasks involve use of taste as an integral part of task performance					√
Touch	Tasks involve use of touch as an integral part of task performance					√
Psychological Demands						
	Working with animals					√
	Dealing with dead or injured animals etc.					√
Psychosocial Demands						
	Tasks involving customer service (members of the public & clients)		√			
	Tasks involve interacting with distressed or angry people	√				
	Tasks involve interacting with people with mental illness/disability					√
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust – e.g. sawdust					√
Gases	Tasks involve working with gases					√
Fumes	Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. e.g. herbicides & insecticides, water treatment etc					√
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin – e.g. dermatitis					√
Hazardous Substances	Tasks involve handling hazardous substances including storage and/or transporting					√
Working Environment						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g. glare					√
Sunlight	Exposure to sunlight					√
Temperature	Tasks involve working in temperature extremes – e.g. working in a cool room, working outdoors, boiler room					√
Confined Spaces	Tasks involve working in confined spaces					√
Accident Risk						
Surfaces	Tasks involve working on slippery or uneven surfaces					√
Housekeeping	Tasks involve working with obstacles within the area – bad housekeeping					√
Heights	Tasks involve working at heights below knee level and/or above shoulder height					√
Manual Handling	Tasks involve manual handling	√				
Biological Hazards						
Biological Products	Tasks involve working around Waste water/ garbage etc.					√

Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	