

# POSITION DESCRIPTION



## People and Culture Business Partner

### Position Summary

The People and Culture Business Partner is a pivotal position within the People and Culture Team. The overall aim of this position is to work with managers to implement organisation-wide people initiatives and support best practice people management throughout an employee's life cycle. The P&C Business Partner supports managers through support, advice and coaching.

Another key focus of this role is to both advise and follow up on all general (HR) people matters, in partnership with others. As a small P&C Team this position is responsible for the key portfolios of Recruitment (both operational, strategic development and delivery), Onboarding, Employment arrangements, Performance Management and Workplace Investigations. Working in collaboration with all P&C team members, this position will support the delivery of human resources (HR) services to ensure Central Goldfields Shire meets its strategic operational and compliance goals.

### Position details

Directorate	Corporate Performance
Department	People and Culture
Appointment Type	Permanent Part-time (0.8 FTE)
Classification	Band 6
Location	Maryborough Office -all employees may be directed to move either permanently or for temporary periods of other locations within the Shire due to operational requirements
Reports to	Manager People and Culture
Supervises	Nil
External relationships	Workplace Relations Advisors Employment Providers Equal Opportunity Commission Other Councils HR Representatives Industry Bodies Unions Legal Advisors
Internal relationships	People and Culture Team CEO and General Manager Managers/Supervisors Team Leaders All Staff
Date PD approved	October 2024

### Key responsibilities and duties

- To provide consultancy, advisory and support services to people managers / leaders on all aspects of people management (HR) across an employee's life cycle (from recruitment to probation planning, to performance management, to leaving)
- Review, redevelop and implement new and existing HR policies and procedures in accordance with legislation and award conditions.
- Interpret relevant HR legislation (Equal Opportunity, Workplace Relations, Occupational Health and Safety etc) and the Central Goldfields Shire Enterprise Agreement, to ensure relevant and meaningful inclusion of such in Council's policies and procedures.
- Contribute to the implementation of a range of activities to support the attraction, retention and professional development of skilled, high performing employees.
- Lead workplace investigations.

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- Hold accountability of key people and culture portfolios including Recruitment, Onboarding, Probation Planning, Performance Management and Workplace Investigations.
- Recruitment responsibilities involve overseeing the entire recruitment process and onboarding activities, including conducting pre-employment checks to ensure compliance with organisational policies, procedures, and relevant legislative and industrial requirements.
- Prepare and ensure the accuracy of contracts of employment and associated documentation.
- Collaborate closely with hiring managers to develop recruitment strategies that attract top talent and facilitate quality hiring decisions. Strengthen hiring managers' abilities in best practices for interviews, talent assessment, and onboarding.
- Foster collaboration and encourage cross-functional teamwork by actively contributing to organisational projects and working groups as needed.
- Build and sustain relationships with internal stakeholders and external service providers to support the achievement of People and Culture objectives and advocate for and enhance best practices in human resources systems and programs that address the needs of both staff and the Council.

## Organisational responsibilities

Council values	<ul style="list-style-type: none"><li>• Demonstrate and encourage behaviour in line with the Council's adopted values</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• Accountable for the department complying with the Customer Service Charter.</li></ul>
Behaviour	<ul style="list-style-type: none"><li>• Demonstrates behaviour of the highest of integrity; free from bullying, harassment and discrimination.</li><li>• Abide by the Code of Conduct</li></ul>
Risk management and OHS	<ul style="list-style-type: none"><li>• Identify, manage and minimise risk to Council.</li><li>• Contribute to the Council's Risk Register.</li><li>• Ensure that all OH&amp;S obligations are met</li></ul>
Corporate records	<ul style="list-style-type: none"><li>• Ensure the department maintains Council records:<ul style="list-style-type: none"><li>○ within the approved record management system; and</li><li>○ in an accurate and timely manner.</li></ul></li></ul>
Legislative framework	<ul style="list-style-type: none"><li>• Accountable for all legislative and regulatory obligations relevant to the department.</li></ul>
Emergency management	<ul style="list-style-type: none"><li>• May be required to assist municipal emergencies as detailed in Council's Municipal Emergency Management Plan.</li></ul>

## Accountability and extent of authority

- Provision of accurate advice on People and Culture matters, ensuring all human resource legislative requirement and appropriate standards are observed.
- Work is undertaken with regular supervision and freedom to act is subject to regulations and policies, and budget constraints.
- Provision of input into the development of HR policies especially relating to portfolio responsibilities

## Judgement and decision making

- Demonstrated ability to apply judgement, discretion and confidentiality in order to resolve Human Resources related queries.
- Demonstrated ability to know when to refer a matter or an issue to a more senior practitioner.
- Determines requirements, judges' effectiveness, makes improvements or recommendations and develops work methods and techniques based on previous experience.
- Researches, identifies, and solves complex problems in response to new situations using agreements, procedures, policies and guidelines, applying professional knowledge gained through previous experience.
- Seeks out available guidance and advice when needed.

## Specialist skills and knowledge

- Demonstrated knowledge and practical application of the relevant Human Resources Legislation, Awards, industrial relations practices and Policies and Procedures.
- Demonstrated attention to detail to ensure accuracy of documentation produced.

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- Demonstrated experience and/or understanding of the use of HRIS's to undertake human resources activities.

## Management skills

- Demonstrated ability to plan one's own work in advance to ensure outcomes are achieved.
- Demonstrated ability to monitor and follow up outstanding tasks to ensure compliance with policies, procedures, legislative and industrial requirements.

## Interpersonal skills

- Well-developed communication and administrative skills. Effective communication skills, including the ability to gain cooperation and assistance from colleagues and others to resolve human resources issues.
- Well-developed writing skills in order to produce accurate reports, employment contracts, advertisements and external correspondence.
- Ability to maintain confidentiality and appropriate professional boundaries.
- Ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems
- Personal characteristics of being a 'team player' sharing the load, sharing the wins and losses.
- Demonstrated ability to champion, model and promote the corporate values.

## Qualifications/experience

- Degree or Diploma in Human Resources and some relevant experience OR less formal qualifications with substantial experience in recruitment and on boarding staff.
- Experience in interpreting and advising on relevant Human Resources Legislation, Awards, Policies and Procedures.
- Experience in managing complex workplace matters.
- Experience with partnering managers to support best practice people management

## Selection criteria

1. Degree or Diploma in Human Resources or a related discipline with some relevant Human Resources experience OR less formal qualifications with substantial experience working in Human Resources.
2. Sound understanding of human resources practices to enable the accurate preparation of employment correspondence and documentation.
3. Demonstrated attention to detail to ensure accuracy of documentation produced.
4. Demonstrated relationship skills and ability to partner with others in the resolution of sensitive and complex people matters.
5. Sound knowledge of and ability to provide general advice on a broad range of human resources policies, procedures, systems, legislative requirements and an understanding of the underlying principles and context involved.
6. Demonstrated ability to monitor and follow up outstanding tasks to ensure compliance with policies, procedures, legislative and industrial requirements.
7. Demonstrated experience and/or understanding of the use of HRIS to undertake human resources activities.
8. Demonstrated ability to maintain confidentiality.
9. Willingness to undertake a National Police Check.
10. Hold a current Working with Children Card prior to commencement.

Note: Appointment is subject to the successful completion of these checks.

## Selection Criteria

The position description should be read carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified, it is mandatory to address the key selection criteria.

It is recommended that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

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## Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreement pertaining to Central Goldfields Shire Council employees is Central Goldfields Shire Council Enterprise Agreement, No 8 2020.

Arrangements specific to your employment and workplace will be explained to you during the recruitment process. For further details, the Enterprise Agreement can be downloaded from [www.fwc.gov.au](http://www.fwc.gov.au).

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

## Privacy Statement - Recruitment

Personal and Health Information will be collected by the Council during the recruitment process. The Personal and Health Information will be used solely by the Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to the Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

## Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check. Appointment to positions within Central Goldfields Shire Council is on the basis of merit.

## Signatures

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Veronica Hutcheson  
Manager People and Culture

Date

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Insert employee name  
People and Culture Business Partner

Date