



Position Title: HR Business Partner – Talent Acquisition and Generalist HR

Reports To: Group HR & Safety Manager

Purpose

The HR Business Partner (Talent Acquisition & Generalist HR) is responsible for leading recruitment and talent acquisition activities across Australia and New Zealand while providing generalist HR support to managers and employees. The role partners with business leaders to support workforce planning, employee relations, and people initiatives that contribute to organisational performance and employee engagement.

Key Relationships

Working closely with the Group HR & Safety Manager, Branch Managers, Regional Managers, and other HR team members, the role ensures the accurate and timely flow of information, supporting effective HR processes, documentation, reporting, and workforce administration.

Key Responsibilities

Recruitment & Workforce Planning

- Work with hiring managers to understand workforce requirements and recruitment timelines.
- Manage and coordinate end-to-end recruitment activities across Australia and New Zealand.
 - Prepare and publish job advertisements across recruitment platforms.
 - Screen applications and conduct initial assessments and coordinate interviews and communications
- Assist with workforce analytics and reports to support resource planning and succession planning activities across Australia and New Zealand.
- Support managers in identifying current and future workforce requirements; monitoring headcount, vacancies, turnover, and recruitment trends.

Generalist HR Services – Australia

- Assist in the review and development of HR policies, procedures and employee communications.
- Provide first-level HR advice and guidance to managers and employees on employment matters, company policies and procedures.
- Provide initial response / support to managers in managing employee relations issues in line with company policies and legislative requirements. (Australia)
- Consult and escalate employee relations matters to HR Manager, as required.
- Support HR projects, events and administrative services as needed

Compliance & Governance

- Ensure compliance with EEO, Privacy and Non-Discrimination obligations.
- Support compliance with Fair Work, employment legislation and company policies.
- Identify and monitor mandatory licences, certifications and qualifications.

Key Competencies

Essential

- Hands-on experience in end-to-end recruitment processes, best practices including behavioural interviewing.
- Knowledge of HRIS and recruitment systems.
- Employee relations fundamentals including performance management basics
- Workforce planning and succession planning principles.
- HR reporting and workforce analytics.
- 3+ years' experience in recruitment, talent acquisition or Generalist HR role.
- Strong administrative / organisational skills and ability to manage multiple priorities
- Advanced Microsoft Office skills, particularly Excel.
- Strong communication skills and high attention to detail and accuracy.

Desirable

- Diploma or degree in Human Resources or related discipline.
- Basic knowledge of Australian employment legislation.
- Experience in a multi-site operational environment.

Core Behavioural Competency

The ideal candidate is a collaborative and approachable team player who demonstrates a positive, proactive and customer-focused approach to their work. They build strong relationships at all levels of the business and are committed to delivering a high standard of service to managers and employees.

They are highly organised, adaptable and able to effectively manage competing priorities in a fast-paced environment. The successful candidate takes ownership of outcomes, exercises sound judgement, and demonstrates the potential to grow into a broader HR Business Partner role.

A strong attention to detail, analytical thinking and problem-solving capability are essential. The candidate should possess a continuous improvement mindset, actively seeking opportunities to enhance processes, improve efficiency and deliver better people outcomes.

They should also demonstrate professionalism and the ability to influence and support stakeholders through change and business growth.