

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	People and Performance Partner (HR)
<b>Position Number</b>	
<b>Department</b>	Corporate and Community
<b>Section/ Stream/ Unit</b>	People and Performance
<b>Classification</b>	Level 6-7, Queensland Local Government Industry (Stream A) Award – State 2017
<b>Reports To</b>	People and Performance Manager

## POSITION OBJECTIVES

As part of the People and Performance team, the People and Performance Partner provides specialist advice, coaching and support regarding strategic and operational people and performance matters to both leaders and employees, to deliver consistent, accurate, and timely human resources operational services.

## KEY RESPONSIBILITIES

- Provide a professional and confidential advisory service and advice on all human resources matters, including coaching, mentoring and assistance to management on all HR matters.
- Develop, implement and coordinate the administration of the recruitment and selection processes and represent the People and Performance Team on selection panels as required.
- Coordinate the development, implementation and review of Council's training and development function.
- Provide Industrial Instrument interpretation and application and ensure compliance.
- Contribute to the development, implementation and maintenance of HR policies and systems.
- Develop, implement and coordinate performance management processes.
- Manage employee grievances and conduct investigations as required.
- Provide effective supervision and leadership within the People and Performance team.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- High level of interpersonal skills and the ability to contribute to a cohesive team environment, maintain positive relationships with internal and external stakeholders, resolve issues, negotiate matters on behalf of the work area, and gain the cooperation of clients and staff.
- Demonstrated numeracy, written and verbal communication skills including ability to provide advice in relevant discipline and discuss techniques, procedures and / or results with clients.
- Provide and maintain a high standard of customer service.
- Ability to work effectively under general direction, to lead and supervise a team, to manage time, plan, organise and prioritise own work, and if required, that of subordinate staff to achieve the objectives of the work area.
- Demonstrated data entry and word processing skills, and a high level of proficiency in the use of Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint), and Council's Information Management Systems (MagiQ Documents, MagiQ Enterprise), or ability to rapidly acquire same.
- Sound knowledge of Council's standard work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the work area.
- Exercise sound judgement, and a high degree of initiative, confidentiality, sensitivity and a degree autonomy in the coordination of a work area.

- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Ability to assist with the preparation or prepare work area budgets.
- Ability to undertake responsibility and co-ordination of moderately complex projects.
- Demonstrated experience in an HR generalist role or similar, gained through multiple appointments.

### **Qualifications, Training and Licences**

- Unrestricted drivers licence – ‘C’ class is essential.
- Tertiary qualifications relevant to the work area.
- Postgraduate qualifications in a relevant discipline are desirable.

## **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

## **RISK MANAGEMENT**

Council recognises that risk is an inherent part of all its business activities, programs and projects, services, processes, and decisions and, if not managed correctly and efficiently, could adversely impact on the organisation achieving its strategic goals and objectives.

Accordingly, Council is committed to the identification and management of all risks associated with the performance of Council functions, and the delivery of services, to embed risk management as part of Council's corporate governance framework to protect its employees, the general public, its assets, and the environment.