



BUSINESS PARTNER PEOPLE & CULTURE

JOB & PERSON SPECIFICATION

DECEMBER 2024

Position Profile

Business Partner People & Culture

Council Vision

We are a welcoming and inclusive community that values its heritage and natural environment.

Culture Brand

A place people choose to work.

Values

Respect

Innovation

Customer Driven

Accountability

Teamwork

Well-Being

TITLE:	Business Partner People & Culture
CLASSIFICATION:	Level 7 – General Officers Stream, SAMSOA
POSITION NUMBER:	MIT-00080
POSITION OBJECTIVE:	
The People and Culture Business Partner role is responsible for providing specialist and broad ranging advice and support to our Leaders and Employees and to assist Executive and the People and Culture team to continuously improve processes and systems and develop, deploy and evaluate people and culture initiatives.	

1. REPORTING RELATIONSHIPS

- This position reports to the Manager People & Culture, or otherwise as determined by Council.
- The position works closely with Executive, Departmental Leaders and employees.
- There are no employees reporting to this position.

2. POSITION DETAILS

Under broad direction, the Business Partner People & Culture will provide specialist advice on people matters, partnering with Organisational Leaders and employees to build management capability, support employees, and provide continuous improvement for the People & Culture function.

Key result areas include:

- Support leaders to facilitate a positive culture that supports high performance teams.
- Assist leaders to develop and achieve individual and team performance goals, development plans and learning and development needs.
- Provide advice and support to leaders on general employee performance management (coaching, counselling, career development, disciplinary actions).
- Provide advice and support to leaders in the management of employee performance concerns.
- Identify and communicate opportunities for organisational development initiatives based on insights gained.
- Support organisational change initiatives, advising on best practice and ensuring legislative compliance.
- Provide advice and support to departments to drive capability and deliver business objectives.
- Provide expert consultancy and advice on the improvement of people and culture policies, procedures, and systems.
- Interpret, advise on, and ensure compliance with relevant industrial instruments and legal frameworks.
- Prepare effective internal communications and memos on changes to and purpose of People & Culture practices and programs.
- Conduct investigations to address complaints that are impartial, equitable and based on the principles of natural justice.
- Support recruitment processes, acting as a trusted advisor on interview panels.
- Participate in projects that relate to the continuous improvement of the People and Culture function and team, as well as wider organisational projects as required.
- Contribute to the development and implementation of effective Equal Employment Opportunity initiatives that promote the maintenance of a harmonious work environment and comply with legislative requirements.
- Actively participate and contribute as a senior People and Culture team member leading by example and supporting all team members to ensure the overall strategic and operational objectives of the People and Culture team are achieved.

- Proactively contribute to specific change management strategies based on an understanding of the organisational culture.
- Initiate and be actively involved in continuous improvement initiatives as required.
- Comply with the City of Mitcham's Culture Brand and associated elements and behaviours.

The position is primarily located at Civic Centre, 131 Belair Road, Torrens Park.

3. ESSENTIAL CRITERIA

Qualifications

- A qualification in Organisational Psychology, Human Resources Management and/or significant demonstrated experience in Learning and Development, Organisational Development or Human Resources Management.

Experience & Knowledge

- Proven experience in employee/industrial relations management.
- Proven experience in performance management and management of disciplinary processes.
- Experience in developing and implementing organisational development initiatives.
- Demonstrated experience in interpreting and advising on awards, legislation, and policies, and applying them successfully to deliver business outcomes.

Personal Capabilities

- Strong interpersonal skills with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds.
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate stakeholders.
- Highly self-motivated, with the ability to prioritise workload and meet set timelines.
- High level analytical, problem solving, and decision-making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Commitment to placing the customer at the centre of everything we do demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.
- Ability to be creative, innovative and flexible and readily accommodate change.
- Demonstrated commitment to continual professional and personal development.
- Willingness and ability to share expertise and information freely.

4. DESIRABLE CRITERIA

Experience & Knowledge

- High level understanding and experience in current contemporary human resources management, coaching and employee development.
- Demonstrated ability to analyse and solve complex situations and problems and apply practical people management principles and solutions to business situations.
- Experience in supporting organisational change.
- Experience with effectively managing competing priorities and meeting deadlines in a complex environment.

5. WORK HEALTH & SAFETY RESPONSIBILITIES

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Carrying out their roles and responsibilities as identified in the City of Mitcham's Work Health and Safety policies, procedures and related instruction.
- Complying with all reasonable instruction and documentation relating to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participating in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety at work or the safety of any other person.
- Not wilfully interfering with or misusing items or facilities provided in the interest of the health and safety of employees.
- Reporting all accidents, incidents, injuries, property damage and near misses in accordance with agreed procedures.
- Utilising and maintaining required personal protective equipment.
- Supporting and using appropriate consultative structures.

6. EMPLOYMENT CONDITIONS

- All employees are required to provide or undertake relevant screening and checks as determined by Council. This includes criminal history checks relevant to the position. Relevant screening must be maintained during employment.
- Some out of hours work may be necessary.
- May be required to work at other locations as directed by Council. You may be required to travel to other places and carry out your duties.
- Employees may be required to undertake Fitness for Work assessments.
- Employees may be required to undertake Drug and Alcohol Testing.
- Comply with the City of Mitcham's Employee Code of Conduct, Culture Brand and associated behaviours.
- Comply with the City of Mitcham, policies and procedures, as amended from time to time.



Building a great community

A place people choose to work

*To deliver upon our promise to our customers and ourselves,
we are committed to creating a culture in which we:*

ARE VALUED AND SUPPORTED AS INDIVIDUALS

- We are given the opportunity to do new things and expand knowledge.
- We are given credit for ideas.
- We are flexible and recognise the needs of individuals.
- We are empowered to manage our own workloads and associated decisions.
- We communicate positive feedback.

TAKE OWNERSHIP AND DELIVER UPON OUR PROMISES

- We take responsibility for our actions.
- We hold ourselves accountable.
- We deliver our services to the highest possible standard.
- We do what we say we will do.

THINK INNOVATIVELY AND FOCUS ON CREATIVE SOLUTIONS

- We are open to new ideas.
- We are encouraged/supported to express our ideas.
- We are solutions-focused.
- We continually look for ways to improve systems and services.

ARE RESPECTFUL OF OTHERS

- We respect the uniqueness of individuals.
- We are transparent in our communication.
- We are non-judgemental in our dealings with others.
- We are courteous and acknowledge each other.
- We act in the best interests of our customers.
- We respect the opinions and ideas of others.

ARE RECOGNISED FOR OUR POSITIVE CONTRIBUTIONS

- We understand that individuals like to be recognised differently.
- We are committed to recognising positive contributions of all staff.
- We are committed to an organisational program to support this.
- We celebrate achievements.

WORK COLLABORATIVELY TO DELIVER THE BEST OUTCOMES

- We work together/in partnership to achieve our goals.
- We seek the input of others in matters that impact them.
- We share our expertise and knowledge freely.
- We are transparent in our communication
- We actively listen to others.

ARE PROACTIVE IN DELIVERING A HEALTHY AND SAFE WORK ENVIRONMENT

- We balance life and work.
- We recognise that mental health is as important as physical health.
- We all contribute to a safe workplace.
- We commit to all relevant training.
- We continually look for ways to improve systems.

ENJOY WORKING TOGETHER

- We contribute to a friendly and energetic working environment.
- We support and encourage one another.
- We create opportunities for celebration and camaraderie.
- We are empowered to make a difference to our customers.

City of Mitcham Culture Brand and our staff's Personal Contribution Criteria
Above is our Culture Brand and associated elements and behaviours. These are assessed on an ongoing informal basis, and formally through the MyPlan process.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Bernie Dyer, Justin Hinora and Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.