



Position Description **HR Business Partner**

Department:	People & Culture
Reports To:	Chief People & Culture Officer
Location:	Moorooka / Alderley (with requirement to travel / work at other locations as required)
Position Purpose:	The primary purpose of this role is to undertake, and/or assist with managing the delivery of, all operational aspects of Deaf Services’ human resource management including: attraction and recruitment, industrial relations, work health and safety, organisational learning and development, employee relations, employee engagement and retention, and HR administration.
Key Results Areas:	The HRBP works closely with the CPCO, Service Managers and other HR & Administration Team members to achieve high level outcomes in the following Key Result Areas:

ACCOUNTABILITY [1-4]

Has direct responsibility over	[1]	Recommends, advises, interprets	[2]
Shares responsibility with others	[3]	Provides information	[4]

Human Resources Operations

[1]

Deliver Human Resource (HR) activities, advice and support to Executive and Managers, including (but not limited to):

- Assisting with developing and implementing strategic and operational HR plans to ensure optimal workforce capacity, capability and organisational culture;
- Developing and maintaining Deaf Services HR policies and procedures and monitoring compliance;
- Providing guidance and support to managers in HR best practices as well as the resolution of complex and sensitive employment-related issues to meet business needs;
- Keeping informed of changes in industrial relations (IR) and employment legislation, Awards and HR/IR practices to ensure compliance, and implementing changes where required;
- Delivery and oversight of recruitment, appointment, induction and onboarding functions as well as HR administration activities;
- Developing programs and initiatives to support and enhance individual well-being and organisational culture;
- Participating in and contributing to Deaf Services management and strategic direction as appropriate; and
- Providing leadership in the development and maintenance of HR systems and procedures, including development of Microsoft Dynamics AX for employee records maintenance, and involvement in payroll management to ensure compliance and facilitate HR reporting.

General

[1]

Other duties as directed by the Chief People & Culture Officer

Lead and/or contribute to the review of workplace health and safety procedures, including investigation of incidents and critical incidents, as well as the management of identified hazards.

Lead and/or contribute to the development and review of Deaf Services quality management systems.



DECISION MAKING

Decisions

Team operational efficiency and effectiveness, including time management and work priorities

HR Policies and Procedures

Purchasing and expenditure within delegated authority

Recommendations

Remuneration Benchmarking, and administration matters having regard for overall efficiency and effectiveness

Resolution of employment-related issues

Purchasing and expenditure not within delegated authority

PRIMARY RELATIONSHIPS

Internal

Chief People & Culture Officer
People & Culture Team Members
Managers

All Staff

Purpose / Relationship

Line supervision, information and support
Supervision and guidance on HR operational matters
Advice and support. Collaboration on areas of responsibility.
Provision of information, training and support

External to Deaf Services

External Service Providers / Suppliers
Professional networks / bodies

Purpose / Relationship

Negotiation, Liaison, Information and direction
Keeping informed of changes in HR, IR and other topics relevant to portfolio

Persons/functions that report to this position

Nil

Role / Relationship

KNOWLEDGE AND SKILLS

Requirement for skills / Knowledge in this position

	[N] None	[L] Little need	[D] Desirable		[M] Moderate	[I] Important	[C] Critical
	N	L	D	M	I	C	
Leading					*		
Innovating						*	
Planning						*	
Organising					*		
Patience & Friendliness					*		
Customer/Client Orientation				*			
Financial Acumen			*				
Administration					*		
Auslan					*		
Professionalism							*
Acceptance							*
Problem Solving					*		
Deciding							*
Implementing							*
Communicating					*		
Flexibility							*
Consulting							*
Participating					*		



SELECTION CRITERIA

Essential

- ◆ Relevant qualifications and/or experience in partnering with Business Managers in the delivery of human resource management solutions
- ◆ Proven problem solving skills and experience in managing complex and sensitive organisational people management issues including knowledge and application of best practice in human resource management, industrial relations, and work health and safety
- ◆ Excellent interpersonal, communication and negotiation skills including the ability to develop strong working relationships with key stakeholders, and coach and influence managers
- ◆ Demonstrated ability in the development and implementation of HR policies, processes and systems, including use of automated Human Resource Information Systems (HRIS) and electronic documentation and workflows
- ◆ Sound ability to analyse, collate and present summary information and recommendations to senior management

Desirable

- ◆ Auslan skills, or willingness to learn
- ◆ An understanding of the community or not for profit sector

Please sign below your agreement of the above position description

.....
Print Name

.....
Signature

.....
Date