

## HR Business Partner

<b>Group</b>	Organisational Performance
<b>Department</b>	People
<b>Job Family</b>	People
<b>Classification</b>	Band 8
<b>Approved by</b>	Manager People
<b>Date</b>	February 2021
<b>Position Purpose</b>	<p>The Human Resources (HR) Business Partner is responsible for providing the Executive and Senior Leadership Teams, people leaders and employees with high quality, responsive and professional human resource consultancy services and advice.</p> <p>By partnering with the business in a client group framework, the position is pivotal to creating a high-performance culture through performance planning, employee and industrial relations, and recruitment.</p>

### Organisation context

Recognising the challenges of climate change, population growth, rapid technological advancement and economic transition, we are shifting our mindset from water utility to being a leader of the region's prosperity.

Our vision for regional prosperity not only encompasses economic, social, and environmental elements, but also recreational and cultural elements, including enhancing Aboriginal values.



### Organisational Performance

The purpose of the Organisational Performance group is to integrate people, process and systems to drive a high performance workplace to deliver Strategy 2030. We will achieve this through fiscal financial performance, a constructive values based culture, consistent leadership, strategic human resources and a high performing safety culture. Organisational Performance will ensure an organisational culture that delivers outstanding business results and positions Barwon Water as an employer of choice in the region.

## People Department

The People Department's purpose is to enable Barwon Water to change to become a leader of regional prosperity through partnering with the business to build resilience and transform the organisation to a high performing workplace. This includes developing a diverse and accountable organisational culture, enabled through inclusive leadership, and aligned to strategy, values and behaviours.

## Organisational relationships

<b>Reports to</b>	HR Business Partnering Lead
<b>Directly supervises</b>	N/A

## Accountabilities

As the HR Business Partner, you will have overarching responsibility for:

### Business Partnering

- Partner with the business to provide strategy, flexible and client-valued HR consultancy and advisory services across a broad range of HR functions.
- Build and drive successful relationships across the business while actively promoting a positive and consultative HR style to the Executive Leadership Team, managers, people leaders and employees
- In conjunction with leaders and managers, drive people processes to support employee's achievement of capabilities, performance and their full potential.
- Collaborate and coach managers and people leaders to understand HR requirements and develop solutions that best meet business needs, improve work relationships, build morale, increase productivity and retention.
- Support and promote the ongoing nature of organisational change, managing specific projects as required, and participating in functional and cross-functional initiatives.

### Employee Relations

- Provide advice and ongoing support on employee relations issues, dispute resolution and industrial advocacy within the client group framework
- Coordinate formal performance counselling and disciplinary processes in consultation with, and to support management.
- Conduct complex investigations and disciplinary/performance management processes ensuring legislative compliance, due process and fairness.
- Undertake accurate interpretation of Barwon Water policies, procedures and Enterprise Agreement and relevant legislative requirements.
- Represent Barwon Water in interactions with Unions, government departments and other organisations as required.
- Contribute to EA negotiations and consultative processes as required.

- Monitor employment legislation and the effectiveness of human resource services and initiatives and ensure continued alignment and updating of policy, procedures and related HR documentation.

### **Recruitment and selection**

- Support the delivery of recruitment and selection processes.
- Coach hiring managers to ensure that they are following best practice guidelines and legislative requirements when resourcing, recruiting and on boarding.
- Support candidates through the recruitment process, ensuring they have a positive experience throughout the hiring process regardless of outcome.

### **People Leadership**

Barwon Water will comprise a diverse and accountable organisational culture, enabled through inclusive leadership and aligned to strategy, values and behaviours.

- Promotes and fosters collaborative team and stakeholder relationships based on growth and resilience, integrity, accountability and inclusion, and lives to the Barwon Water value of 'Leadership'

### **Health, Safety & Wellbeing**

Barwon Water is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Promote and demonstrate Barwon Water's high standards in relation to health, safety, environment and quality, championing a culture of safety in the workplace.
- Report unsafe work practices, incidents, hazards and near misses, and unacceptable workplace behaviours.

### **Competencies**

<b>Growth &amp; Resilience</b>	Brings a growth mindset and personal resilience.
<b>Action &amp; Accountability</b>	Drives outcomes with purpose, ambition, accountability and action.
<b>Business Acumen</b>	Delivers with commercial and organisational nous.
<b>Collaboration</b>	Collaborates effectively across the business, organisational boundaries, with customers and established partners.
<b>Communication</b>	Engages and communicates with clarity, vision, purpose and impact.
<b>Inclusion</b>	Open and accepting of different ideas and experiences, groups and people harness their potential.

## Performance level

<b>Action &amp; Accountability</b>	The HRBP provides a specialist service regarding professional human resource consultancy services and advice. The HRBP will work with various members of the organisation, at all levels, to undertake this work.
<b>Judgement &amp; Problem Solving</b>	The HRBP is able to effectively interpret information from a wide variety of sources and develop suitable procedures or actions to deliver outcomes in support of their client group. The HRBP relies on specialised work methods, procedures and processes to reach decisions and determine the course of action.
<b>Specialist Knowledge &amp; Skills</b>	The position requires the person to apply extensive knowledge and a high level of skill in supporting employees and leaders across of the organisation, with the ability to identify and resolve issues that have elements of complexity.
<b>Management Skills</b>	The HRBP may manage and/or support projects lead by the Executive or Senior Leadership teams that deliver best for business outcomes and operational efficiencies. The HRBP may lead projects within and for the People team, which will require engagement with other areas of the business on a regular basis.
<b>Interpersonal Skills</b>	The HRBP has the ability to lead and motivate team members both within and external to the People team and Barwon Water. The position requires continued demonstration of persuasion and influencing skills working within and across business areas and teams in order to resolve problems or provide specialist advice and reporting insights.
<b>Qualifications &amp; Experience</b>	Substantial generalist or HR Business Partnering experience, paired with experience in the management and resolution of employee relations, is required. You will also possess qualifications relevant to this role which could include; <ul style="list-style-type: none"> <li>• Tertiary degree in Human Resources or a related field; and</li> <li>• Extensive relevant work experience.</li> </ul>

## Success profile

- Comprehensive knowledge and understanding of employment law and legislation.
- Knowledge of contemporary HR practices.
- Demonstrated experience in resolution of employee issues and case management.
- Strong ability and confidence to coach and provide advice to senior leaders.
- Ability to interpret legislations and other employment related instruments.
- Ability to analyse problems, develop solutions and to work across a broad range of HR functions.
- The ability to develop new initiatives, programs and processes.
- Highly developed interpersonal skills to influence, persuade and motivate others.
- Developed writing skills and a strong ability to research and draft documents is essential.
- High-level organisational skills and the ability to deal with competing priorities.

## Equal opportunity

Barwon Water offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

## Signature

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

*We understand that life balance is an important part of our employees' lives. Barwon Water offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated to help balance your personal commitments with the demands of the role.*