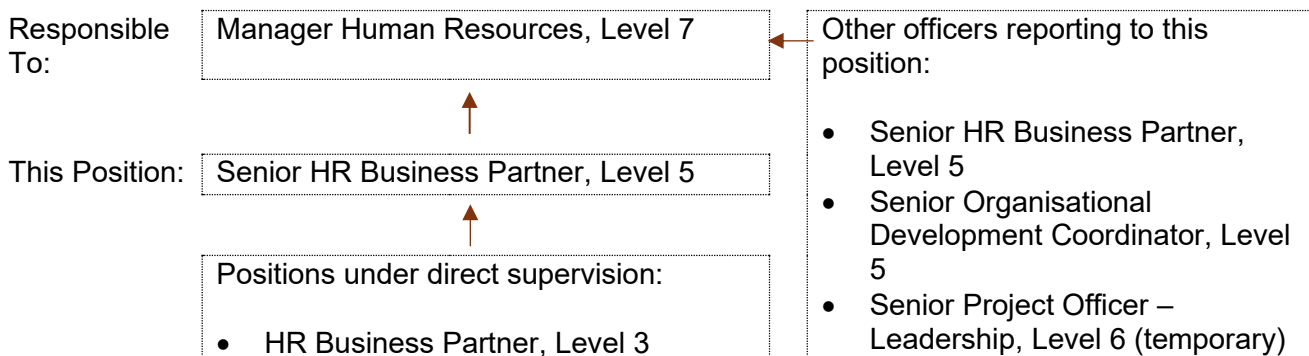


Senior HR Business Partner

Position Details

Position Number: 30000923
Classification: Level 5
Award/Agreement: Public Service CSA Agreement 2024 or as replaced
Directorate: People and Infrastructure
Location: Karratha

Reporting Relationships



Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The principles and standards of behaviour outlined in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day-to-day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.



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Position Overview

The Senior HR Business Partner provides a customer-focussed HR business partnering service and the provision of advice and support to managers and general staff on a diverse range of operational human resource management matters.

Position Responsibilities

- Provides a proactive business partnering service to portfolio of clients on a range of human resources functions including job classification, attraction, recruitment, selection, on-boarding, and offboarding across the College ensuring compliance with relevant legislation and government policy.
- Provides advice and support to managers on structural changes and change management processes.
- Partners with business areas to develop innovative recruitment and talent management strategies to support the achievement of business outcomes.
- Supports the Manager Human Resources in the provision of advice to managers on routine industrial relations queries such as grievance resolutions, discrimination/harassment matters, substandard performance, misconduct and the resolution of workplace disputes.
- Provides advice and support to managers in relation to the performance development process.
- Ensures the human resource management practices are aligned with business needs while meeting the requirements of relevant legislation, policies, procedures and standards.
- Establishes and maintains collaborative and productive working relationships with internal and external stakeholders.
- Provides high level customer focussed advice and interpretation of relevant industrial frameworks and legislation.
- Participates in the formation, development, implementation and evaluation of the organisation's human resource policies, procedures and practices.
- Undertakes relevant HR related projects and tasks as required.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards and College Code of Conduct.

Behaviour Expectations

We believe all our people are leaders. We have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours of all our employees and the public sector. The expected behaviours for this position (see below) should be demonstrated in the context of [Leading Others](#).

Expected behaviours	Descriptors
Lead collectively	<ul style="list-style-type: none">• You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.• You work proactively to create shared thinking and understanding across your team.

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Think through complexity	<ul style="list-style-type: none"> You use your skills, experience and knowledge to anticipate and identify problems. You support your team or work group to take a solutions focused approach, intervening only when necessary with technical knowledge to ensure application of robust knowledge and customer orientation.
Dynamically sense the environment	<ul style="list-style-type: none"> You approach crucial conversations with consideration and confidence, and discuss issues and problems thoughtfully. You approach your team, colleagues and work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach.
Deliver on high leverage areas	<ul style="list-style-type: none"> You continually improve all aspects of your work area, keeping an open mind to explore innovative alternatives. You identify and understand the competing priorities of your work area, prioritising essential tasks and making adjustments as appropriate.
Build capability	<ul style="list-style-type: none"> You clarify your expectations of those in your team; monitor their performance; and support their growth and development through feedback, on the job training, coaching and other opportunities. You lead development and focus on processes and activities in your team and domain of expertise.
Embody the spirit of public service	<ul style="list-style-type: none"> You embody the spirit of public service by displaying empathy and compassion, integrity and humility. You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
Lead adaptively	<ul style="list-style-type: none"> You share your learnings, encouraging an environment of continuous learning and growth. You lead others through changes with strength and understanding, and support those who are challenged by change.

Selection Criteria

Essential

1. Proven experience in the delivery of human resource management consultancy services to a portfolio within a multi-disciplinary organisation.
2. Strong communication, interpersonal and negotiation skills with the ability to establish business relationships and partnerships with stakeholders.
3. Demonstrated knowledge of, and experience in the interpretation and application of employment legislation, awards, agreements, policies and procedures.
4. Demonstrated ability to problem solve and identify innovative solutions to achieve business outcomes.

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Desirable

Possession of, or progress towards, a qualification in Human Resource Management or a related field.

Other requirements

May be required to travel to and work from other NR TAFE campuses from time to time.

Appointment Factors

- Location:** NR TAFE Campus (Karratha)
- Accommodation:** As per NR TAFE Policy subject to eligibility and availability.
- Allowances:** As per Award.
- Travel:** Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to NR TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education.

Working With Children Check (WWC):

All new staff appointed to NR TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence:

All new staff being appointed to NR TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation:



As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

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CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Director		Executive Director	
Name:	Scott Ryan	Name:	Chantal Adams
Signature		Signature	
Date:	10/9/2025	Date:	11/9/2025