



# JOB DESCRIPTION FORM

## Human Resources Business Partner (Generic)

Corporate Services Directorate

### POSITION DETAILS

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Classification Level:	5
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Corporate Services Directorate - Human Resources
Responsible To:	Assistant Director - Chief Human Resources Officer - Level 8
Direct Report:	Nil

### ROLE SPECIFIC RESPONSIBILITIES

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The Corporate Services directorate ensures the delivery of high quality corporate support services to the Commission. This includes the effective and efficient delivery of human resources, financial services, information management and technology services, occupational safety and health compliance, and security and facilities services.

The **Human Resources Business Partner** is responsible for delivering an expert people support consultancy service to meet the current and future needs of the Commission's managers, staff and business.

- Delivers a comprehensive consultancy and advisory service on human resource matters to managers and staff to enable best practice and continuous improvement in relation to individual and organisational performance.
- Assists with operational human resource matters including payroll, attraction strategies, job design, establishment, industrial relations, workers compensation and complex selection and recruitment issues.
- Develops, implements and evaluates human resource strategies, policies, practices and programs and contributes to the meeting of internal and external reporting requirements.
- Undertakes research into legislation, working conditions, salaries and other significant human resource matters and prepares appropriate submissions and recommendations.
- Undertakes administration activities covering a range of areas including, employee contract management, recruitment and selection documentation and correspondence, training and development, and resolution of internal and external audit queries.
- Coordinates programs including induction, OSH, equity, leadership and accountability training and development programs.
- Creates and sustains relationships with a wide range of stakeholders both within and external to the Commission.
- Works collaboratively with the Commission's management and staff.
- Project manages significant projects and programs.
- Other duties as required.

## ESSENTIAL CAPABILITY REQUIREMENTS

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Five core capabilities form part of the Commission's Capability and Leadership Framework. They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's website.

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

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| <b>Shapes and manages strategy</b>                       | <ul style="list-style-type: none"><li>• Anticipates, analyses and evaluates information and displays innovative thinking.</li></ul>   |
| <b>Achieves results</b>                                  | <ul style="list-style-type: none"><li>• Works independently and manages own work deliverables. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience.</li></ul>  |
| <b>Builds productive relationships</b>                   | <ul style="list-style-type: none"><li>• Proactively builds trust and effectively works with a diverse group of stakeholders.</li></ul>  |
| <b>Exemplifies personal integrity and self awareness</b> | <ul style="list-style-type: none"><li>• Displays judgement, initiative and professionalism. Continually develops self and others.</li></ul>   |
| <b>Communicates and influences effectively</b>           | <ul style="list-style-type: none"><li>• Communicates complex information in a clear manner for the target audience.</li></ul>   |
| <b>Role Specific</b>                                     | <ul style="list-style-type: none"><li>• Delivers a contemporary workforce consultancy and advisory service to meet the Commission's needs now and for the future, and provides transactional support. The scope of processes includes recruitment and selection, workforce planning, reporting, learning and development, job design, establishment and payroll</li></ul> |

## PRE EMPLOYMENT REQUIREMENTS

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To be appointed to the position of **Human Resources Business Partner** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.

## CERTIFICATION

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

David Robinson



04 March 2022

**ACTING CHIEF EXECUTIVE**    **Signature**

**Date**