

# JOB ROLE STATEMENT

## HR BUSINESS PARTNER LEVEL 5

DIRECTORATE HUMAN RESOURCES  
BRANCH HUMAN RESOURCE BUSINESS

POSITION NO P0062767 / P0062768

### KEY RESPONSIBILITIES

Investigate and recommend HR solutions to people management issues within directorates. Provide specialist support in implementing suitable people solutions to meet directorates' business objectives.

### KEY DELIVERIES

#### HR Business Partner

- Provide specialist support, including concepts and solutions that drive business results in the areas of:
  - workforce planning
  - recruitment, selection and retention
  - learning and development
  - performance management
  - organisational design
  - succession planning
  - change management
- Investigate and recommend HR solutions to people management issues within directorates.
- Provide specialist support in implementing people solutions to meet directorates' business objectives.
- Develop and recommend HR initiatives through to implementation stages for directorates.
- Provide advice on the application of HR policies and programs to progress directorates' business goals, talent management and other people matters and issues.
- Analyse directorates' workforce data, investigate trends and prepare actionable insights that lead to effective resolution of people related issues.
- Provide specialist support in analysing and preparing directorates' workforce planning requirements.
- On directorates' behalf, liaise 'talent' development requirements with HR Talent Section and facilitate the development of programs, as required.
- Liaise with senior managers to ascertain an understanding of more serious people related matters and issues affecting directorates and communicate the insights to the HR Communities of Expertise Branch for further investigation and provision of appropriate responses and solutions that appropriately resolve the issues.
- Collaborate with senior Business Partners and the Manager HR Business in identifying directorates' more complex people risks and designing of HR solutions as well as for possible referral to the Corporate Executive, as appropriate.

#### Leadership and Management

- Participate on directorate meetings to liaise through requirements for the provision of HR support and services.
- Consult with the Manager HR Business on relevant parts of directorates' Business Plans and facilitate HR input, as appropriate.
- Collaborate with HR Communities of Expertise and HR Services to implement agreed solutions to meet specific challenges and needs of Directorates.
- Collaborate with the Role Review Team and facilitate the preparation of Job Role Statement (JRS) drafts for review and classification management to enable effective recruitment, selection and retention of talented staff.

#### Stakeholder Relationships

- Build and enhance collaborative and professional working relationships with Executive Directors and senior managers.
- Build and maintain collaborative working relationships with all specialist areas of HR including senior HR Business Partners for advice and solutions to matters and issues affecting directorates.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL  
MANAGER HR BUSINESS

LEVEL 8

POSITION NO  
P0062705

# HR BUSINESS PARTNER LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

- Considerable skill, knowledge and experience in
  - HR Business Partner role in a large infrastructure delivery organisation
  - integrating and influencing business outcomes that align corporate and HR strategy
  - contemporary human resource management practices
  - change management practices
  - building and enhancing stakeholder relationships
  - research, analysis and problem solving
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**

- A Diploma in Human Resource Management.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE ..... DATE .....  
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE *A/ M. L. Milley* ..... DATE *8/2/18* .....  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE ..... DATE .....  
MANAGER HR BUSINESS