

## Position Description

### HR Business Partner

Department: People and Culture  
 Reports to: Chief People and Culture Officer  
 Location: Flexible

#### POSITION PURPOSE:

The primary purpose of this role is to undertake, and/or assist with managing the delivery of, all operational aspects of Deaf Connect's 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.

#### POSITION – KEY RESULT AREAS

The HRBP works closely with the CPCO, General Managers and other HR & Administration Team members to achieve high level outcomes in the following Key Result Areas:

- Coaching leaders to be confident and competent to lead high performing teams
- Compliance across employment related matters within portfolio
- User friendly and relevant data and reporting
- Delivery of key projects such as performance planning to drive engagement, learning culture enablers, employee benefit program or other projects agreed with manager.

ACCOUNTABILITY			
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

Chief People & Culture Officer

People & Culture Team Members

**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

Line supervision, information and support

Supervision and guidance on HR operational matters

**External**

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 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