

# Position Description

<b>POSITION TITLE</b>	Business Partner, Employee Relations, People and Culture
<b>POSITION NUMBER</b>	101012
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 9
<b>POSITION TYPE</b>	Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Corporate Services / People and Culture
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Regional Manager, People and Culture
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

The business partner, employee relations supports the Regional Manager in the delivery of employee relations and industrial relations functions and advice across the organisation, as well as training and supporting management and employees in the interpretation and application of legislation in accordance with Central Desert Regional Council strategic and regional plans, policies and procedures, and relevant legislation.

## KEY DUTIES AND RESPONSIBILITIES

1. Provide industrial relations advice, training and support to management and employees in the interpretation and application of workplace laws, Awards, Council's Enterprise Agreement and related industrial instruments.
2. Provide advice, investigate and report on employee relations issues including internal employee grievances and external complaints supported by the Regional Manager, People and Culture where necessary.
3. Provide advice and support line managers in complex performance management related issues, conflict resolution, disciplinary matters and mediation processes.
4. Analyse, develop and implement initiatives to drive organisational culture and behaviours to reduce employee grievances/complaints.
5. Review and develop the employee related policies and procedures and coach managers on the implementation of these documents
6. Coach and mentor the team to translate People & Culture theory into practice.
7. Influence and coach line managers through strong relationships to understand their people management responsibilities.
8. Contribute to the development and implementation of strategic and service plan delivery.
9. Influence the development and promotion of, and be engaged in, an effective and proactive health, safety and wellbeing culture and approach.
10. Any other reasonable duties delegated by the Manager which are within level.

## SELECTION CRITERIA

### Essential

1. Degree in Human Resource Management or related discipline with extensive practical experience and/or equivalent transferrable experience in Human Resource Management.
2. Strong understanding of HR legislation and awards and ability to interpret and apply
3. Ability to facilitate and work with all levels of employees and management to achieve strategic human resource outcomes in a professional, customer focussed manner.
4. Proven experience/capacity in providing reliable and professional industrial/ employee relations advice to management at all levels across a broad spectrum of human resources issues.
5. Proven ability to confidentially conduct investigations, resolve issues and make recommendations on complex employee matters.
6. Excellent written, analytical and verbal communication skills with the ability to influence and negotiate across all levels within the organisation.
7. Demonstrated leadership qualities including an ability to manage, motivate and develop employees in a cross-cultural environment.
8. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
9. Current Class C Licence
10. Acceptable police check

### Desirable

1. Experience in Local Government
2. Ochre Card