

# Position Description

---

Position title:	Senior People and Culture Business Partner
Position number:	231
Group:	People, Safety and Culture
Reports to position title:	Manager People and Culture Services
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 24 – 30
Approved:	16 July 2025

## About the Group

---

The People, Safety and Culture Group leads the development of our people, capability, and organisational design to meet the current and future needs of the City of Clarence. The team also drives a range of key operational services and provides strategic leadership across Council.

## Duties and Responsibilities

---

1. Build strong relationships to partner effectively with managers and supervisors to align and deliver Workforce Plan initiatives and actions, providing expert advice on workforce planning, team development, and people management.
2. Collaborate with leaders to assess talent needs and deliver strategies for recruitment, development, retention, and leadership capability, including coaching on performance, feedback, and team dynamics.
3. Lead and support the resolution of complex employee relations matters, including investigations, disciplinary processes and grievances ensuring fair, consistent, and compliant outcomes.
4. Coach leaders in applying people policies, industrial instruments, and best practice management approaches while also providing advice on broader employee relations matters and policy interpretation.
5. Promote a positive, high-performing, and inclusive workplace culture by implementing practical initiatives, providing clear and consistent advice, and actively engaging staff using a range of effective strategies.

6. Support and lead organisational reviews and change processes, including restructures workforce realignment and consultation.
7. Analyse workforce trends and contribute to the development of strategies that improve engagement, retention, and performance.
8. Support the design and implementation the Workforce Plan initiatives and actions, including learning and development initiatives that build organisational capability.
9. Ensure compliance with employment laws, enterprise agreements, and internal policies, proactively managing risks and staying informed of legislative changes.
10. Prepare and manage accurate, confidential documentation relating to employee matters such as contract changes, disciplinary processes, flexible work, and leave, ensuring alignment with council policies and procedures.
11. Ability to work both independently and collaboratively, with other team members to provide seamless and responsive support across the Group.
12. Contribute to, and support council's organisational development program and initiatives.

In addition to the above, a worker may also be directed to carry out duties and tasks within the limits of the worker's skill, competence and training.

## Selection Criteria

---

1. A Certificate IV or Diploma in Human Resources (or the ability to complete in a short period of time) or a minimum of 5 years' experience in a comparable role (**Essential**).
2. A high-level understanding of employment law, including Employment Awards and Agreements, the *Fair Work Act* 2009 and the National Employment Standards, with some experience in applying this knowledge effectively (**Essential**).
3. Extensive knowledge and practical experience in resolving complex employee relations matters, interpreting industrial instruments and workplace legislation, and advising on policies and procedures to support fair and compliant outcomes.
4. Demonstrated experience conducting and supporting workplace investigations in accordance with council policies and procedures, industrial instruments and employment legislation.
5. Demonstrated experience partnering with managers and supervisors to coach, develop and implement Workforce Plan initiatives and actions, including workforce planning, succession planning, capability building and performance management, team dynamics, and leadership effectiveness.
6. Proven ability to assess organisational talent needs and design initiatives to attract, develop, and retain staff.
7. Experience leading or supporting organisational change initiatives and consultation, including restructures.
8. Experience in analysing workforce trends and contribute to the development of strategies that improve engagement, retention, and performance.

9. Exceptional written and verbal communication skills, with the ability to influence and negotiate effectively with stakeholders at all levels. Proven ability to build strong relationships, navigate sensitive issues, and communicate complex information clearly and respectfully.
10. Proficiency in managing people and culture processes and preparing accurate, confidential documentation related to employment matters, ensuring alignment with policies, procedures, and legislative requirements.
11. Experience in TechnologyOne (**Desirable**).

## Authority and Delegations

---

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

## Pre-Employment Requirements

---

### Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is not required.

### National Police Check Certificate

- A current National Police Check Certificate is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.