

# Position Description

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| <b>Position title:</b>     | <b>People and Culture Business Partner</b>                                                                                                                         |
| Position number:           | 36                                                                                                                                                                 |
| Group:                     | People, Safety and Culture                                                                                                                                         |
| Reports to position title: | Manager People and Culture                                                                                                                                         |
| 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 Range 19-23                                                                                                                                              |
| Approved:                  | August 2026                                                                                                                                                        |

## About the Group

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The People, Safety and Culture Group leads the development of Council's people, capability and organisational design to meet the current and future needs of the City of Clarence. The Group provides strategic leadership across Council and delivers key operational services including workforce planning, payroll, work health and safety, injury management and emergency management. Through a focus on capability, safety, wellbeing and culture, the Group enables a high performing organisation that supports the achievement of Council's strategic objectives.

## About the Role

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The People and Culture Business Partner works in partnership with managers and leaders to build a capable, engaged and high-performing workforce that supports the delivery of Council's services and strategic objectives.

The role partners with business areas to identify workforce challenges and opportunities, develop practical people solutions, and implement contemporary workforce strategies that align with Council's objectives. Through collaboration, influence and evidence-based advice, the position supports consistent, compliant and high-quality people management practices across Council.

# Key Responsibilities

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- Partner with managers and leaders to provide strategic People and Culture advice, strengthen leadership capability and support consistent, contemporary workforce decision-making.
- Provide expert advice, coaching and support across employee relations matters including performance management, misconduct, grievances, workplace investigations, organisational change, industrial relations, interpretation of employment legislation and Council policies.
- Partner with business areas to identify workforce capability requirements, workforce risks and succession opportunities, and develop practical workforce planning and organisational development initiatives.
- Lead and contribute to workforce improvement initiatives, organisational development programs, policy development, organisational change projects and other People and Culture initiatives.
- Analyse workforce information and data, trends and operational issues to develop evidence-based recommendations, reports and workforce documentation that support informed decision-making, continuous improvement and organisational performance.
- Apply operational plans within scope of work, coordinate workflows and technical delivery, and be accountable for the quality and timeliness of outputs.
- Ensure resources within scope of work are used responsibly and efficiently within approved budgets and policies, identifying and managing operational risks associated with delivery of activities.
- Apply governance, legislation and compliance requirements to technical activities, monitoring performance within scope of work, and completing required reporting accurately and on time.
- Apply safe work practices by identifying and addressing WHS hazards and incidents and implementing controls to manage ongoing risks in technical activities.
- Be responsible for service delivery within scope by coordinating workflows, ensuring systems and processes are used as intended, and establishing and maintaining effective working relationships with stakeholders.
- Contribute to capability development and continuous improvement by sharing specialist/technical expertise, mentoring others, collaborating across teams, supporting change initiatives, and enhancing technical processes, standards and ways of working within scope.
- Undertake other duties commensurate with the skills, knowledge and classification of the position.

# Selection Criteria

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## Essential

1. Relevant tertiary qualifications or equivalent contemporary experience in human resources, industrial relations or a related discipline.
2. Demonstrated ability to build trusted relationships and influence managers through the provision of strategic and operational people and culture advice.
3. Demonstrated knowledge and practical application of employment legislation, industrial instruments and contemporary employee relations practices.
4. Demonstrated ability to analyse workforce issues, exercise sound judgement and develop practical, evidence-based solutions.
5. Demonstrated experience leading or contributing to organisational improvement, workforce planning or organisational change initiatives.
6. Highly developed communication, consultation and stakeholder engagement skills, including the ability to prepare professional reports and recommendations.

## Desirable

7. Experience working within Local Government or another complex public sector environment.
8. Experience with Human Resource Information Systems and workforce reporting.
9. Experience leading organisational development, workforce planning or continuous improvement initiatives.

# Authority and Delegations

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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

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## 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*.

## National Police Check

A current National Police Check 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.