


POSITION TITLE:	People Business Partner	CLASSIFICATION:	Band 7
REPORTS TO:	Head of People Business Partnering	DIRECTORATE	Organisation Capability
DEPARTMENT:	People, Culture & Safety	TEAM:	People Business Partnering


OUR STRATEGIC CONTEXT	
	<p>PURPOSE Our organisation is accountable, sustainable, and delivering effective services to our community.</p> <p>VISION Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.</p> <p>VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.</p> <p>COUNCIL PLAN A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.</p>

HOW YOUR ROLE CONTRIBUTES
<p>The People Business Partner is a strategic leader responsible for partnering with executives, and people leaders, to develop and implement high-quality people and culture strategies and solutions that support the council’s business objectives. This role provides expert HR advice across a broad range of people matters, coaches leaders, and delivers tailored solutions to drive organisational effectiveness.</p> <p>The People Business Partner leads complex investigations, resolving issues in a fair and legally compliant manner while fostering a positive workplace culture. This role uses data-driven insights to improve talent management practices, making recommendations for optimising performance, employee engagement, and retention. By collaborating with the People, Culture & Safety leadership team, they contribute to the delivery of the broader People Strategy, driving innovation and continuous improvement in workforce management practices. Through this strategic, hands-on approach, the People Business Partner helps shape a high performing, engaged workforce that aligns with the councils vision.</p>

RESPONSIBILITIES	KEY OUTCOMES
Strategic People Business Partnering and People Leader Support	<ul style="list-style-type: none"> ➤ Partner with people leaders to align HR strategies with councils’ long-term business goals, offering high-level guidance on leadership development, performance optimisation, and cultural transformation. ➤ Coach and mentor people leaders to enhance their leadership capability, focusing on empowering them to drive high performance, foster innovation, and lead change effectively within their teams. ➤ Provide strategic advice on complex HR issues, from organisational design to employee engagement, ensuring leaders are equipped to make informed, business-aligned decisions. ➤ Shape and implement leadership development frameworks that build leadership capability across all levels of the organisation, preparing the next generation of leaders to meet the evolving needs of the business. ➤ Drive a high-performance culture by advising on best practices for performance management, talent development, and team optimisation to ensure the right talent is in place to execute business strategy.
Workforce Strategy & Planning	<ul style="list-style-type: none"> ➤ Partner with executives and their leadership teams to shape and execute long-term workforce strategies, ensuring the business is prepared for future challenges by having the right talent and organisational structures in place. ➤ Lead the development of strategic workforce plans that address talent gaps, critical skill shortages, and future leadership needs, ensuring alignment with council’s growth trajectory and market dynamics. ➤ Drive workforce agility by identifying trends in workforce demographics, technology, and market

	<p>conditions, and advising leadership groups on how to build a future-ready workforce.</p> <ul style="list-style-type: none"> ➤ Provide insight into workforce optimisation, ensuring that talent management initiatives, such as talent mobility and succession planning, align with business priorities and deliver sustainable growth. ➤ Advise on diversity and inclusion strategies, ensuring workforce planning supports a diverse, equitable, and inclusive organisational culture that drives innovation and employee engagement. ➤ Foster organisational resilience, helping the leadership team anticipate workforce challenges and design proactive strategies to maintain operational excellence through change.
Employment Relations (ER) & Industrial Relations (IR) Leadership	<ul style="list-style-type: none"> ➤ Advise leadership on complex ER/IR issues, including high-stakes employee relations matters, negotiations, disputes, and legal compliance, ensuring the organisation's risk exposure is managed while maintaining a fair and positive workplace culture. ➤ Lead proactive strategies to shape a positive employee relations climate, including high-level intervention in potential conflicts and designing programs to mitigate risks around industrial action or legal disputes. ➤ Navigate complex industrial relations negotiations, acting as the strategic liaison between the organisation, unions, and employees to ensure outcomes that align with business objectives and compliance requirements. ➤ Provide direction on ER/IR policies and initiatives, ensuring they are aligned with the organisation's values, regulatory requirements, and evolving business needs. ➤ Leverage data and insights to develop forward-thinking ER/IR strategies, helping the leadership team anticipate and resolve potential conflicts before they impact business operations. ➤ Champion a fair and compliant work environment, advising on proactive compliance strategies that foster trust, engagement, and positive industrial relations outcomes.
Performance & Talent Management	<ul style="list-style-type: none"> ➤ Collaborate with People Capability to drive the design and execution of integrated performance and talent management systems that are aligned with council's objectives, ensuring the organisation attracts, retains, and develops top talent to meet strategic needs. ➤ Advise leaders on performance management frameworks, providing them with the tools and strategies to drive continuous improvement and hold individuals and teams accountable for meeting organisational objectives. ➤ Develop and implement talent management strategies, including succession planning, leadership development, and career pathing, to build a robust talent pipeline and support organisational sustainability. ➤ Utilise advanced analytics and workforce data to assess talent trends, performance metrics, and organisational effectiveness, providing actionable insights that shape future talent strategies. ➤ Implement targeted talent development initiatives to build critical skills and capabilities across the organisation, ensuring the workforce evolves alongside changing business demands and industry shifts. ➤ Drive employee engagement through performance feedback, using innovative approaches to align individual aspirations with organisational goals and enhance employee satisfaction and retention.
EBA	<ul style="list-style-type: none"> ➤ Play a key role as an active participant, providing strategic support to the business partnering team during negotiations. This includes offering expert HR advice, ensuring alignment with business objectives, and advising on the impact of proposed EBA terms. The PBP will collaborate closely with the team to ensure that negotiations are well-prepared, legally compliant, and aligned with the Council's values and strategic goals. ➤ Act as the liaison between the business, employees and unions during EBA negotiations, ensuring a fair, transparent and collaborative approach. ➤ Ensure compliance with all EBA provisions, monitoring their impact on organisational practices and advising people leaders on any changes or updates to EBA conditions. ➤ Provide strategic advice on EBA-related matters, ensuring alignment with the council's business objectives while maintaining a positive working relationship with union representatives. ➤ Support senior leaders in preparing for and managing EBA negotiations for their respective areas,

	including the development of negotiation strategies and key talking points.
Reward & Recognition	<ul style="list-style-type: none"> ➤ Development and implementation of reward and recognition strategies that are aligned with councils strategic objectives, ensuring that it remains competitive in attracting and retaining top talent. ➤ Design innovative reward systems, focusing on total rewards packages that drive motivation, employee satisfaction, and high performance while ensuring internal equity and external competitiveness. ➤ Advise leadership on compensation trends, including salary benchmarking, incentive structures, and non-monetary recognition initiatives, ensuring Council maintains a strong employer brand in the market. ➤ Foster a culture of recognition, developing strategies that promote peer-to-peer recognition and ensure employees feel valued for their contributions to the business. ➤ Leverage data and insights to continuously assess and refine reward programs, ensuring they meet the needs of a diverse workforce and are aligned with the organisation's evolving business goals. ➤ Strategically design and implement performance-based reward systems that link organisational performance with employee rewards, ensuring the company's values and objectives are reflected in its recognition programs.

KEY WORKING RELATIONSHIPS	
	<p>Direct reports: NA</p> <p>Internal: P&C team, Manager and Directors, all Stonnington employees, and various committees</p> <p>External: Industry Partners, Regulatory Bodies, Educational institution, professional networks, community organisation, other Councils</p>

REQUIRED SKILLS AND COMPETENCIES	
Accountability and extent of authority	<ul style="list-style-type: none"> • Positions focused on managing resources, teams or other employees effectively operate under defined policies, objectives, and budgets, ensuring optimal utilisation and a significant positive impact on the quality and cost-effectiveness of programs and projects. • Roles that provide specialised advice or regulate clients must navigate established policies, ensuring compliance and accuracy in decision-making while understanding that their guidance may be subject to review by senior employees. • Positions involved in policy formulation engage in investigative and analytical work, identifying key issues and trends, and presenting insights that significantly influence policy development and organisational standards.
Judgement and decision making	<ul style="list-style-type: none"> • Strong problem-solving skills, requiring the application of specialised methods, procedures, and processes developed from theory or precedent. This involves recognising when established techniques are not appropriate, with guidance not always available within the organisation. • Competent in addressing intellectual challenges associated with policy formulation, enabling the identification and analysis of an unspecified range of options before making informed recommendations • Proficient in assessing well-defined objectives and selecting appropriate methods or processes, while addressing complex issues through innovative solutions and ensuring decisions align with strategic objectives, maintaining accountability and transparency.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Deep understanding of relevant technologies, procedures, and processes specific to the operating unit for effective supervision and management. • Strong grasp of the underlying principles of regulations, enabling accurate interpretation and application distinct from routine practices.

	<ul style="list-style-type: none"> Comprehensive knowledge of the senior roles within the unit, long-term goals of the team, and alignment with the broader organizational objectives and policies.
Interpersonal skills	<ul style="list-style-type: none"> Ability to gain cooperation and assistance from clients, the public, and colleagues, effectively motivating and developing team members in the administration of broadly defined activities. Proficient in liaising with counterparts in other organisations to discuss and resolve specialist problems, fostering collaboration and communication across different entities. Skilled in working with employees within the organisation to address and resolve intra-organisational issues, promoting a cohesive and productive working environment.
Management Skills	<ul style="list-style-type: none"> Strong skills in managing time, setting priorities, and planning and organising work effectively to achieve specific objectives within available resources and set timelines, even under conflicting pressures. Comprehensive understanding and ability to implement personnel policies and practices, including awards, equal opportunity, occupational health and safety policies, and recruitment and selection procedures Expected to contribute to the development and implementation of long-term staffing strategies, along with position descriptions and employee development schemes.
Qualifications and experience	<ul style="list-style-type: none"> A certificate/degree or diploma in Human Resources, is preferred, though lesser formal qualifications may be acceptable with equivalent work experience. A minimum of 5 years of experience in a strategic HR role or HR business partnering, with a proven track record in driving people and culture strategies that align with organisational objectives. Proven ability to advise on HR policies, and enterprise agreements and awards, to a diverse range of employees. Capacity to manage project-related tasks and produce clear, concise documentation. Ability to work constructively with senior management, team leaders, and staff at all levels. Proficient in navigating the complexities of employment relations, with a strong grasp of the principles and practices that underpin effective workplace dynamics. Proficient in Microsoft Office and HRIS systems. Demonstrated ability to work effectively in a team environment and contribute positively. Passion for leveraging systems and processes to improve efficiency in People and Culture. Training and/or facilitation skills Licensing and Background Checks: Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC). This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards.

Capability Framework: Level 2: Accomplished

Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions

Project Management	Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.
Change	Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.
Communication	Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.
Good governance	Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.
Achievement	Achieve organisational goals by setting clear objectives, prioritising tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement
Leadership Impact	Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:	We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.
Diversity, Equity and Inclusion:	We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.
Code of Conduct:	We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.
Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: February 2025