

POSITION TITLE:	Head of Business Partnering	CLASSIFICATION:	Band 8
REPORTS TO:	Manager - People, Culture & Safety	DIRECTORATE:	Organisation Capability
DEPARTMENT:	People, Culture & Safety	TEAM:	People Operations

OUR STRATEGIC CONTEXT



PURPOSE

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.


COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Head of People Business Partnering (HPBP) plays a critical role in shaping our service delivery for workplace relations, business partnering and talent acquisition, providing essential subject matter expertise, guidance, support and knowledge to our People Leaders and teams. As a thought leader in HR practices, this role will drive continuous improvement initiatives that enhance leadership capability, position Stonnington as an Employer of choice in the sector, drive a talent focussed culture, manage risk and compliance in the ER/IR space (including EA negotiation and implementation) and manage and oversee all change proposals. This role is pivotal in collaborating with the broader HR leadership team, Directors and department heads to align strategies that promote a positive workplace culture and effective people management practices. Acting as a trusted advisor to the Executive team, senior leaders and business units, the HPBP will foster collaborative relationships that integrate People and Culture Strategies seamlessly into business planning.

RESPONSIBILITIES	KEY OUTCOMES
Strategic Partnership	<ul style="list-style-type: none"> ➤ Serve as a strategic advisor to executives, providing insights on workforce dynamics, organisational needs, organisational change and tailored HR solutions that drive business success and enhance leadership effectiveness. ➤ Lead collaborative efforts with senior leadership to design and implement talent strategies that accurately identify current and future workforce needs, ensuring alignment with business growth and sustainability goals. ➤ Engage proactively with directorates to assess and manage the impacts of change initiatives on workforce dynamics, delivering comprehensive HR support that facilitates smooth transitions and minimises disruption. ➤ Build and maintain strong, collaborative relationships with key stakeholders across the organisation, ensuring open communication and alignment on HR initiatives that enhance overall organisational performance. ➤ Design and oversee robust performance management processes that foster a culture of accountability, continuous feedback, and improvement, equipping managers with the tools and coaching needed for effective performance evaluations and development conversations. ➤ Provide strategic oversight and support for employee relations issues, ensuring that ER policies and practices align with organisational values and legal requirements, fostering a positive workplace environment.

Business Partnering	<ul style="list-style-type: none"> ➤ Develop a deep understanding of business operations, industry trends, and the competitive landscape to shape HR strategies that align with organisational objectives. ➤ Provide coaching and mentorship to HR Business Partners and Advisors, enhancing their capabilities to deliver value-added HR services to business leaders. ➤ Collaborate with the Head of People Operations to streamline HR processes and ensure a seamless employee experience from recruitment through to onboarding and performance management. ➤ Work closely with other departments to integrate HR initiatives into broader organizational strategies, ensuring alignment and coherence in execution. ➤ Partner with the Head of People Capability to identify and implement organisational development initiatives that support a high-performance culture, focusing on leadership development and talent management.
Workplace Relations	<ul style="list-style-type: none"> ➤ Oversee Enterprise Agreement negotiations and implementation. ➤ Oversee and lead all FWC cases and submissions. ➤ Drive change management initiatives in partnership with business leaders, providing HR support to navigate transitions effectively. ➤ Provide strategic direction for employee relations activities, ensuring policies and practices promote a positive workplace culture. ➤ Act as a mediator in employee relations conflicts, offering guidance on best practices and resolution strategies to maintain a harmonious work environment. ➤ Ensure that all HR practices are compliant with relevant legislation and organisational policies, proactively identifying and mitigating potential risks. ➤ Foster a culture of open communication, encouraging feedback from employees and management to continuously improve employee relations strategies.
Talent Acquisition	<ul style="list-style-type: none"> ➤ Conduct market research to understand industry trends, salary benchmarks, and competitor hiring practices, developing and tracking KPIs related to recruitment effectiveness. ➤ Ensure an efficient and equitable recruitment process by continuously reviewing and refining processes to enhance the candidate experience. ➤ Lead the Talent Acquisition team to ensure a clear understanding of role requirements and support the creation of precise, impactful job descriptions. ➤ Monitor candidate experiences and gather feedback to refine recruitment processes, implementing strategies that promote fairness and equity in evaluations while strengthening the employer brand to attract top-tier talent. ➤ Drive initiatives to promote diversity and inclusion in recruitment, providing training for hiring managers on best practices that address unconscious bias and enhance the evaluation of diverse candidates. ➤ Develop and implement a compelling employer branding strategy that communicates Stonnington's values and culture, leveraging social media to promote job openings and highlight employee experiences. ➤ Create and manage talent communities to maintain ongoing engagement with prospective talent, cultivating relationships with passive candidates and industry professionals. ➤ Collaborate with leadership to identify key roles and develop succession plans, ensuring a robust pipeline of internal talent ready to step into critical positions
KEY WORKING RELATIONSHIPS <div>  <div> <p>Direct reports: 2 x Business Partners, 1 x Workplace Relations Business Partner, 1 x P&C Advisor, 2 x Talent Acquisition Advisor s</p> <p>Internal: P&C team, Managers and Directors, all Stonnington employees, Consultative, IT, and Finance</p> <p>External: Unions, ATS provider, Regulatory Bodies, Training providers, Industry networks, Lawyers, Recruitment Agencies, Job Board Account Managers</p> </div> </div>	

REQUIRED SKILLS AND COMPETENCIES

Qualifications, skills,
and experience

- » **Educational Background:** Degree in Human Resources Management, Organisational Psychology/Development or a related field.
- » **Professional Experience:** Over 5 years of proven managerial experience in leading a team across Human Resources, Talent Acquisition, and Employment Relations including managing or overseeing EA bargaining/negotiations, with extensive experience and knowledge across all relevant industrial instruments, including managing complex FW cases.
- » **Analytical Expertise:** Proficient in data analysis, benchmarking, trend identification, root cause analysis, impact assessment, policy evaluation, reporting, stakeholder engagement, and forecasting to effectively drive and measure organisational initiatives.
- » **Change Leadership:** Demonstrated expertise in leading organisational change initiatives and fostering a culture of adaptability.
- » **Strategic Development:** Proven track record in developing and implementing organisation-wide strategies and initiatives
- » **Coaching Skills:** Strong ability to coach leaders and teams to enhance performance and build capabilities. Ability to build trust, to listen and provide excellent advice to Managers and team members across the organisation.
- » **Communication Proficiency:** Exceptional verbal and written communication skills, with the ability to produce high-quality and engaging presentations, reports, policies, and action plans. Communicates with influence, including the ability to understand and adapt to the audience to gain support and commitment.
- » **Critical Thinking:** Demonstrated capacity for critical thinking, ensuring accuracy and identifying opportunities for continuous improvement.
- » **Relationship Building:** Ability to build relationships and influence stakeholders at all organisational levels.
- » **Organisational Skills:** Well-developed organisational and time management skills, with the ability to prioritise tasks and meet deadlines effectively.
- » **Technology Proficiency:** Strong understanding of various software applications (e.g., HRIS, LMS), data management systems, and emerging technologies. The ability to integrate and manage technology solutions to enhance organisational efficiency and effectiveness.
- » **Local Government Knowledge:** Experience in local government settings is advantageous.
- » **Licensing and Background Checks:** Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).

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.

CITY OF STONNINGTON

Success Profile



▼
Stonnington.
Work that matters.
People who make
a difference.

Review date:

April 2025