



Position description

Position title	HR Business Partner
Group / Branch	People, Safety & Governance / People Operations
Reports to (Title)	Strategic Business Partner
Competency level	Individual Contributor

Job Purpose

The People Partnerships Business Partner provides operational and strategic human resources advice and support to South East Water. As a key member of the People Partnerships team, the Business Partner will be aligned to key stakeholder groups to ensure seamless design, delivery and execution of a full range of HR initiatives supporting delivery of the South East Water Safety, People and Wellbeing Strategy.

Key Accountabilities

- Act as a partner and trusted advisor to assigned groups and key stakeholders at all levels of the organisation
- Take a coaching approach to support people leaders in effectively leading teams; building capability and empowering employees to deliver against our strategic objectives
- Provide a high level of professional operational HR advice including the development and interpretation of policies, procedures and employment legislation, provide recruitment support, assist with the development, review and assessment of position descriptions, manage entry and exit processes, recruitment strategies and support in addition to supporting the business to manage change processes.
- Provide industrial and employee relations advice to ensure that South East Water are provided with relevant, timely, accurate and appropriate information that aligns with policies, procedures, enterprise agreement and Fair Work requirements. Mitigate industrial relations risks by developing sound strategies to address people matters
- Manage industrial and employee relations cases
- Support the Senior Business Partners with the enterprise bargaining process, ensuring a smooth negotiation process that fosters employee trust and transparency
- Collaborate with peers and the broader People and Safety group to deliver seamless and tailored solutions to meet business needs
- Support the analysis of HR trends and data to support effective decision making



- Actively engage with key stakeholders to review, design and implement best practice solutions to enable operational success
- Support People Leaders to make changes to people and process to affect changes to organisational structure
- Influence and support people leaders in driving high performance through effective performance planning, review and assessment with a strong focus on driving accountability and development
- Participate in key human resource projects and initiatives to achieve outcomes of the People Strategy

Knowledge, Skills & Experience

- A Degree in Human Resources or related
- Demonstrated experience (up to -3 years) in a fast pace operational role.
- Experience with managing complex industrial related employee cases which include leading a case through the warnings and or termination.
- Experience in supporting medium to large restructures in a commercial environment.
- Demonstrated experience and working knowledge of interpreting legislative industrial instruments
- A high level of initiative with the ability to proactively anticipate stakeholder needs and identify opportunities to enhance the service provided to the business
- Ability to develop highly effective working relationships by building capability, respect and rapport with internal and external stakeholders
- Innovative approach with proven ability to identify opportunities, analyse data and use this information to design solutions
- Ability to manage self appropriately to consistently achieve tight deadlines and meet work objectives
- Ability to manage competing, high-priority demands, managing operational workload with delivery of strategic initiatives
- A desire to be involved in strategic initiatives that drive top performance and adopt best practice approaches
- Demonstrated ability to communicate (written and verbal) with impact
- Proficient with MS Word, Excel and systems relating to human resource management e.g. SuccessFactors, performance management, payroll/HRIS

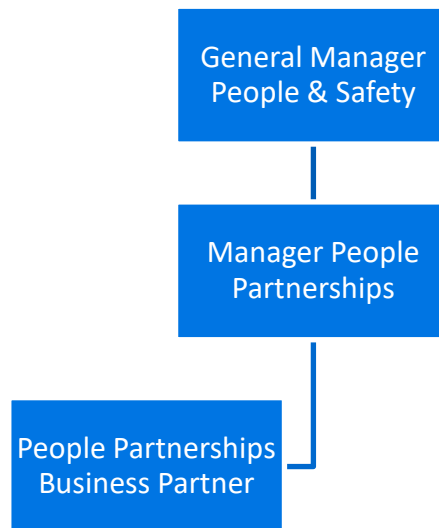
Key Competencies

- Collaborates – building partnerships and working collaboratively with others to meet shared objectives.
- Communicates Effectively – developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- Manages Conflict – handling conflict situations effectively, with a minimum noise
- Persuades - Using compelling arguments to gain the support and commitment of others.
- Situational Adaptability – adapting approach and demeanour in real time to match the shifting demands of different situations.
- Balances Stakeholders – anticipating and balancing the needs of multiple stakeholders.



Dimensions

Organisational Chart



Number of people managed:

Nil

Size of budget managed:

Nil

Value of Assets managed:

Nil