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|---------------------------|---|
| <b>Position title</b>     | Senior People Business Partner                    |
| <b>Group / Branch</b>     | People, Safety & Governance                       |
| <b>Reports to (Title)</b> | Head of People Partnerships & Workplace Relations |
| <b>Competency level</b>   | Lead and Individual Contributor                   |

## Job Purpose

The Senior People Business Partner plays a pivotal role in providing both strategic and operational HR support to leaders across South East Water. As a key member of the People Partnerships team, this role partners with executives and leaders to deliver initiatives that build workforce capability, drive organisational performance and foster a safe, inclusive, and high-performing culture.

Success in this position requires exceptional relationship management skills to collaborate effectively with internal and external stakeholders, while also leading, mentoring and coaching People Business Partners to strengthen capability across the team.

With a strong emphasis on effective business partnering, employee relations and change management, the Senior People Business Partner works closely with the People Operations team to uplift expertise and ensure consistency in advice and practice. This is an opportunity to influence at a strategic level, lead through complexity, and make a meaningful impact on the organisation's people experience and culture.

## Key Accountabilities

- Collaborate with senior leaders to implement workforce strategies that support service delivery and regulatory compliance.
- Provide expert advice on organisational design, workforce planning, and change management initiatives.
- Manage complex employee relations matters, including investigations, grievances, and dispute resolution.
- Lead, coach and mentor People Business Partners to support development and uplift capability and consistency in advice.
- Support the negotiation, implementation and compliance of the South East Water Enterprise Agreement.

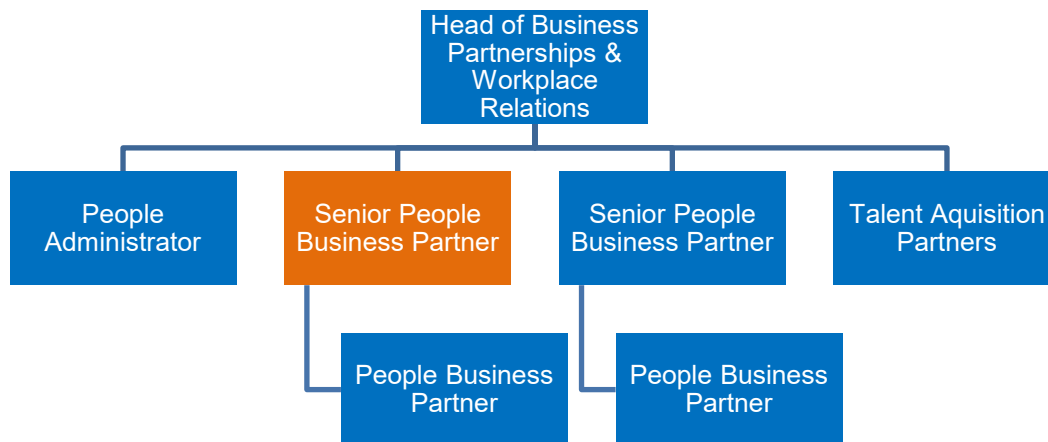
- Coach leaders to strengthen people management capability and embed a culture of accountability and engagement. Support leadership development programs, engagement and succession planning initiatives.
- Contribute to the development and implementation of HR policies, frameworks, and programs that reflect water industry standards and government requirements. Drive continuous improvement in HR practices and systems.
- Analyse workforce data and trends to inform decision-making and strategic planning. Prepare reports and recommendations for executive leadership and the Board where required.
- Maintain expert up-to-date knowledge of all relevant employment legislation and regulations, proactively ensuring organisational compliance and advising leaders on implications for business operations.
- Act up if and where required to the Head of Business Partnerships and Workplace Relations to provide leave coverage etc.

## Knowledge, Skills & Experience

- Tertiary qualifications in Human Resources, Industrial Relations, or related discipline.
- Demonstrated extensive experience in HR business partnering within a complex environment (utilities or public sector experience highly regarded).
- Strong knowledge of employment frameworks, industrial relations, and relevant legislation.
- Demonstrated ability to lead organisational change and manage sensitive workforce matters.
- Ability to coach, mentor and lead a small team.
- Exceptional stakeholder engagement, influencing, and communication skills.
- Proven ability to deliver strategic HR initiatives and measurable outcomes.
- Ability to develop highly effective working relationships by building respect and rapport with internal and external stakeholders.
- Ability to manage competing, high-priority demands, managing operational workload with delivery of strategic initiatives.
- High level of initiative and ability to proactively identify and respond to the needs of stakeholders.
- Exceptional problem-solving, analytical, and decision-making capabilities.

## Dimensions

### Organisational Chart



#### Number of people managed:

1

#### Size of budget managed:

n/a

#### Value of Assets managed:

n/a

### Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.