



Human Resources Business Partner

Position Title:	Human Resource Business Partner
Responsible to:	Human Resources Manager
Qualifications:	Bachelor Degree in Human Resources or relevant discipline
Other Requirements:	Current Working with Children Check Current Working Rights
Award/Agreement:	Award Free
Classification:	Level 3

Role Summary

The HR Business Partner (HRBP) plays five key roles:

1. **Trusted Advisor** – Develop professional relationships built on trust to enable you to guide, coach, build capability, manage risk and influence through HR functional expertise. to support organizational business performance and HR best practice.
2. **Business Partner** – Add value by developing a genuine understanding of the client group's challenges and goals and then working directly with the group's leaders to contribute to business strategy and operational planning through leveraging, embedding and influencing CDPSL HR strategy and initiatives.
3. **Employee Advocate** – Assist in creating a work environment in which employees are motivated, resilient and engaged. This includes ensuring consistent HR principles are applied, employee perceptions and perspectives are considered in decisions, employee issues and feedback are followed through and actioned where appropriate and that effective employee communication is in place.
4. **Culture and Values Champion** - Inspire desired employee behaviors and beliefs aligned to CDPSL Values; Respect, Encourage and Care, and in turn, create, shape, and enrich CDPSL's culture of collaboration and service.
5. **Change Agent** – Assist leaders in proactively managing change initiatives that impact people by: driving and embedding EYEC and CDPSL change initiatives, ensuring effective employee communication and training is provided to support acceptance of change, act as a conduit to provide employee feedback to drive continuous learning and improvement.



Role Responsibilities

- Role model CDPSL Values and align behaviours to the culture of collaboration and service in everything you do.
- Partner with client group's leaders and build leadership capability by providing advice, coaching and tools leveraging CDPSL HR resources including attending employee meetings when necessary.
- Work closely with leaders and employees to improve work relationships, build engagement, and increase productivity and retention.
- Actively contribute to client group all employee communications and initiatives and attend events and activities where appropriate.
- Attend relevant client group meetings and regular one on ones with leaders as discussed and agreed with the Senior Manager and Human Resource Manager.
- Provide advice on application of HR policy, Award interpretation to both leaders and employees.
- Manage and resolve complex employee relations issues including disciplinary and performance matters, bullying, harassment and discrimination investigations and general IR matters.
- Identify and develop innovative talent sourcing channels and programs to build employee capability and ensure a ready candidate pipeline is available.
- Assist and support the Recruitment and Wellbeing Coordinator in all client group recruitment activity ensuring that process, systems and tools are supporting recruiting managers and are effective and efficient.
- Coordinate and facilitate leader recruitment within client group/s including advertising, creating interview guides, attending interviews and assisting with selection and candidate offer/negotiation and feedback.
- Assist and collaborate with the Professional Development Coordinator to develop and implement an induction and onboarding program that ensures both CDPSL and client groups needs are met and new employees are set up for success.
- Build employee and leadership capability by assisting the Senior Manager in identifying training and development needs and capturing these in individual employee development plans and both EYEC and CDPSL learning and development strategies.
- In conjunction with the Recruitment and Wellbeing Coordinator ensure that an annual employee Wellbeing calendar is developed that is representative and addresses client groups key needs.
- In conjunction with the Senior Manager ensure that tailored engagement action plans are developed, implemented which are aligned to employee feedback and HR data.
- In conjunction with the Human Resources Manager represent client groups in the development of EYEC and CDPSL remuneration and benefits strategy.
- Provide commentary and insights on HR trends and metrics in partnership with the HR team to develop solutions, programs and policies that will support your client group to achieve their goals and desired business outcomes.
- Carry out administrative duties aligned to CDPSL HR practices to ensure employee classification, remuneration, contracts, promotions, transfers and terminations are actioned in a timely manner and necessary documentation and system changes are completed.
- Ensure employee data integrity within all HR systems
- Oversee WHS including ensuring all incidents are recorded and submitted and action taken to mitigate further risk.
- Support leaders in managing and supporting worker's compensation claims to achieve an optimal outcome for the injured employee whilst limiting business exposure and impact on operations.
- Provides guidance and input on business unit restructures, workforce planning and succession planning.



- Support HR team development through ad hoc coaching, delivering information and education sessions and sharing case scenarios where appropriate.
- Assist in the development and implementation of HR policies and guidelines as required.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Support change initiatives by proactively providing advice on managing employee change, change impacts, employee support activities and where necessary, assist in developing employee communications.
- Oversee the HR inbox ensuring all emails are actioned immediately where possible, appropriately allocated to HR team members and filed accordingly to agreed protocols.
- Assist in HR continuous improvement initiatives and projects as required.
- Perform other related duties as requested.

Workplace Health & Safety (WHS)

- Work in a manner that does not pose a risk to self or others.
- Ensure a safe and healthy work environment at all times.
- Act immediately on any safety issues that relate to the working environment of the service.
- Follow Service policies regarding child protection.
- Follow Service guidelines in providing a safe environment for children and staff.
- Understand, implement and review emergency management procedures as required.
- Ensure the Service's duty of care to children and their families is strictly maintained.
- Respond positively and consistently to children's additional needs/requirements including diet, allergies and developmental
- Assume an equal share of cleaning duties.
- Maintain educator to child ratios and qualifications at all times.

Role Requirements

Skills & Abilities

- Ability to quickly form trusted relationships to gain a deep understanding of client employee challenges and proactively leverage HR tools and frameworks to develop solutions.
- Extensive knowledge and experience of day to day HR operational tasks and the ability to carry them out independently according to best practice.
- Ability to acquire a thorough understanding and contribute to the development/improvement of role descriptions, job classification, remuneration, employee engagement and wellbeing and HR systems and administrative practices.
- Ability to comprehend, interpret, and apply the appropriate sections of HR legislation including Awards, guidelines, regulations, and policies.
- Excellent critical thinking and problem-solving capabilities.
- Excellent listening and both written and verbal communication skills with the ability to tailor according to employee groups.
- Intellectual curiosity and empathy.



- Courage to disagree and provide alternative opinions or actions to business leaders even when it is unpopular to do so.
- Digital acumen including the ability to analyse and interpret data and then use it to help business leaders better understand workforce needs and incorporate results into HR actions and planning.
- Change-management skills with the ability to identify in advance where and when change management will be needed, facilitate discussions and proactively support the development of change management plans and communications.
- Discretion
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.

Qualifications & Experience

- Bachelor Degree in Human Resources or relevant discipline.
- Minimum of 3-5 years of experience in an Advisory or Business Partner role.
- Experience in managing a variety of complex employee relations issues autonomously.
- Working knowledge of across all human resource functions.