



TASMANIAN PORTS CORPORATION PTY LTD
POSITION DESCRIPTION

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| POSITION TITLE: | Human Resources Business Partner |
| REPORTS TO: | Manager Human Resources |
| DIVISION: | PEOPLE AND CULTURE |
| LOCATION: | LAUNCESTON |

Purpose of the Position

This role is responsible for the high-level operational support and advice, partnering with managers across TasPorts to facilitate positive outcomes in employee performance. This will include a day-to-day focus in employee performance and development, implementation and compliance of policies and procedures, resolution of workplace issues including facilitation of disciplinary matters. The role is expected become a trusted advisor to the business, and support business performance improvement initiatives, including those that lead to increased employee engagement, accountability and capability and the achievement of TasPorts desired culture.

Key Accountabilities

General HR advice and guidance

- Respond to and resolve day to day employment related enquiries, escalating to Manager Human Resources as appropriate.
- Assist leaders by providing coaching, support, advice and recommended action/s related to employment matters, escalating to Manager Human Resources as appropriate.
- Support leaders to identify and document resource needs, including the development of position descriptions and recruitment requests.
- Support the Manager Human Resources to review, develop, implement and educate employees on policies and procedures.

Employee Relations

- Ensure appropriate and timely management of employee probationary periods.
- Support employees and leaders to resolve matters relating to under performance, policy breaches and workplace disputes and issues.
- Undertake workplace investigations and assessments where required.

Industrial Relations

- Assist employees and leaders to interpret and apply TasPorts enterprise agreements.
- Support the Manager Human Resources in facilitation of enterprise agreement changes.
- Build relationships with unions and participate in various consultative committees.

HR programs and initiatives

- Ensure the timely delivery of the annual Employee Planning and Development process, enabling all employees the clarity to effectively contribute to TasPorts organisational objectives.
- Partner with leaders to identify appropriate development and growth opportunities for employees, aligned with the future needs of TasPorts.
- Provide recruitment assistance as required.
- Drive the implementation and embedding of the Accountable Management System across the organisation, to enhance role clarity and accountability, and ultimately, organisational performance.
- Participate in job evaluation panels as part of intermittent remuneration review processes.

Level of Responsibility

Under general supervision from the Manager Human Resources, the HR Business Partner will be expected to build relationships across the organisation, coordinate own work outputs, display initiative and provide general human resources advice, guidance and support.

Key Capabilities

Essential

- Proven knowledge and experience of contemporary human resources, employee relations and industrial relations practices.
- Experience in the effective management of performance and disciplinary issues including workplace investigations and assessments.
- Demonstrated ability to develop, implement and interpret policies within diverse operational environments.
- Highly developed coaching, communication and interpersonal skills that demonstrate an ability to resolve problems and build effective relationships using an inclusive and collaborative style.
- High level organisational and self-management skills, including ability to prioritise tasks and timeframes.
- Well-developed people skills and the ability to engage with a broad cross section of people from diverse operating environments, and various levels of management.
- Customer focused, with a proved record of high integrity, professionalism and confidentiality.

Qualifications/certifications

- Relevant tertiary qualifications in business administration and/or human resources or equivalent discipline.
- Minimum three years of experience in a similar HR advisory and/or Business Partner position.
- Ability to successfully acquire a Maritime Security Identification Card which includes a National criminal history background check.
- Current drivers' licence.
- Mercer job evaluation experience highly regarded.

Additional Role Information

Employment Conditions

Permanent full-time Common Law Contract.

Opportunities for workplace flexibility can be considered on an individual basis, in line with TasPorts Workplace Flexibility Policy.

Authorities

TasPorts Health, Safety and Environment Responsibility and Authority: Refer to Section 4 of the *TasPorts HSE Responsibility and Authority Procedure*

Direct Reports

Nil