

POSITION DESCRIPTION

HR Business Partner

OUR VALUES



ABOUT THE ROLE

Reporting directly into the CEO Australia, the role of the HR Business Partner is responsible for all generalists HR functions within the Australian business. With a big year planned for 2020, this role is a key player in implementing a range of HR transformational projects including strengthening our HR systems and implementing our People Strategy.

KEY RESPONSIBILITIES

- Create, lead and execute the HR People Plan aligned to the Business Strategy
- Build strong working relationships with line managers to improve communication and culture across the business
- Facilitate and manage the performance management cycle
- Manage internal recruitment process
- Coordinate and monitor the onboarding of new employees
- Assess current and ongoing training needs and develop the strategic plan accordingly
- Partner with business leaders to manage employee career growth and development
- Develop and implement strategies that will attract and retain employees, drive employee engagement
- Provide timely and appropriate advice to managers and employees in regard to all employee issues
- Ensure regulatory compliance per Australian legislation, mitigating costs and risks.

THE FINER DETAILS

HR Business Partner

ROLE TYPE

PERMANENT PART TIME

REPORTS TO

GLENN COOPER
CEO AUSTRALIA

ROLE LOCATION



DATE ISSUED:

DATE LAST REVISED: 19/02/20

ABOUT THE PERSON

This role would suit someone who has the ability and confidence to drive projects forward, someone who is a strong leader and who is fact and process driven. Most importantly a well-developed communicator and relationship builder through being a 'people person' is going to set them up for success.

KNOWLEDGE AND SKILLS

- Formal qualifications in HR or related discipline
- Minimum of 3 years work experiences in a HR generalist role
- Proven experience working complex and highly dynamic environments as a hands-on HR professional
- Strong proficiency in various HR disciplines
- The ability to work collaboratively and communicate effectively across all levels
- Strong problem solving and planning skills with high outcome orientation and drive as well as thorough understanding of business execution needs
- Effective negotiating and influencing skills, self-motivation and organisational skills

