

## Position overview

<b>Position title</b>	Human Resource Business Partner
<b>Business unit</b>	People Culture and Safety
<b>Remuneration type</b>	Total Rewards
<b>Reports to</b>	Senior HR Business Partner and Projects Lead
<b>Direct reports (role)</b>	Not Applicable
<b>Locations(s)</b> (Unitywater operates on Kabi Kabi, Jinibara and Turrbal country)	Varied
<b>Success profile</b>	2.3 HR Role Success Profile
<b>Delegation level</b>	Not Applicable

## Position purpose

The Human Resource Business Partner plays a critical role in partnering with the business, providing a high level of operational support, coaching and advice to leaders on all aspects of the employment lifecycle. This will include the practice areas of workforce and succession planning, talent acquisition and development, performance management, compensation and rewards, people experience, learning and employee relations.

As a part of the People, Culture and Safety team, the Human Resource Business Partner plays a key role in the delivery of the PCS Strategy in line with the Unitywater's Strategic Corporate Objectives and business requirements. The Human Resource Business Partner will work closely with peers within the People, Culture and Safety teams to provide qualitative insights from the broader business for further investigation and framing and through collaborative partnerships with internal business stakeholders.

## Position accountabilities

Key functions of the role include:

- Strategically partner with leaders, to provide business focused, strategic and operational people advice and support in the implementation and embedding of people strategies and practices; the management of a broad range of human resources, employee relations and industrial issues; and advice on risk management as it relates to people and practices.
- Lead and execute strategic people projects and initiatives; and facilitate and champion annual people processes, including performance review, annual remuneration review, workforce and succession planning and talent review.
- Partner with leaders, taking a coaching approach, to facilitate effective, consistent, empowering leader led change and people management, building ownership and engagement at all levels.

- Facilitate design and feedback activities to draw insights from across business areas and work closely with peers within the HR Business Partnering, People and Culture Shared Services and Culture teams to provide these insights for further investigation and framing in the formulation of future strategy development. Assisting with the development and review of people policies, procedures and processes to meet organisational and operational needs. Test strategies and key People and Culture projects as appropriate with the business.
- Build and maintain effective relationships as a trusted adviser to the business and ensure stakeholders have an engaged understanding of people culture initiatives, programs and practices.
- Work with peers in People, Culture and Safety to ensure legislative compliance and the accurate application of relevant industrial instruments in accordance with legislative requirements and organisational policies, practices and procedures.
- Building positive and strongly connected internal relationships with key internal stakeholders across the business to ensure delivery of the People Operations program in alignment with business outcomes.
- Partnering with the Safety team on joint cases and ensure policy and procedures are in place and adhered to.
- Manage, facilitate and provide support to clients with the Organisation's annual people processes including but not limited to performance and development, workforce planning, ensuring the process is conducted in a timely and effective manner.
- Meet relevant ISO standard.
- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

## Key relationships

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Key working relationships internal and external to Unitywater are:

- Senior Human Resource Business Partner
- People Capability & Shared Services team
- Culture team
- Relevant Executive Manager and Senior Leadership teams
- Other Unitywater Business Units and internal customers
- Applicable Unions

## Capability requirements

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The requirements for the position are:

- Relevant industry qualifications in Human Resources or a related discipline.

- A minimum of 7 to 10 years' generalist HR business partnering experience in a predominantly blue and white collar, unionised environment.
- A sound understanding and current demonstrated work experience working under the national legislative jurisdiction and with relevant state legislation
- Previous, current experience working in a multi-disciplined and highly complex organisation
- Demonstrated experience managing organisational redesign and change management
- Demonstrated knowledge of relevant employment legislation and experience in the implementation, interpretation and application of industrial instruments to obtain successful business outcomes
- Extensive knowledge and experience across a range of HR and ER functions, processes and protocols, demonstrating a high proficiency in the use of contemporary HR practices and tools
- Highly developed interpersonal and communication skills with particular emphasis in the area of stakeholder engagement demonstrating a high degree of commercial acumen and a passion for delivering results
- Significant experience in coaching, advising and facilitating in order to resolve issues and meet changing organisational needs
- Well developed analytical and problem solving skills with the demonstrated ability to apply project management principles including change management
- Current C Class Drivers Licence.

## One Unitywater Behaviours

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The One Unitywater Behaviours define how we work together at Unitywater. They guide our everyday interactions, influence how we make decisions, drive us to achieve our strategy and help us to create our One Unitywater culture together.

*Create the Future* is about seeking to learn through new ideas and innovations, planning strategically, adapting to challenges and steering Unitywater towards a sustainable future.

*Care Together* is about fostering a culture of safety, collaboration, and customer-focused service. It's about creating a workplace where people feel valued, work inclusively and deliver outstanding outcomes for our customers.

*Own It* is about taking responsibility for our actions, being transparent and accountable, and striving for excellence in everything we do. It's about demonstrating integrity, welcoming feedback and ensuring we follow through on commitments.