

Position Description – People and Culture Business Partner

Updated 4/9/2025

POSITION DETAILS

College/Portfolio	Corporate Services
Organisational Unit	People and Culture
Supervisor	Associate Director, Workforce Relations and Advisory
Classification	Higher Education Officer level 7
Employment Type	Fixed-term, full-time

POSITION SUMMARY

Under broad direction, the position provides a business partner function to senior management, supervisors and staff in an allocated University College and/or Portfolios, on a broad range of issues. The position works closely with the Senior P&C Business Partner and/or Associate Director Business Partnering to support and deliver a strategic business partnering function.

This includes but is not limited to; case management including performance management and employee relations matters, recruitment, position classification/re-classification, redeployment, organisational restructure and change management, P&C related projects and initiatives and training and development of staff and policy development and review.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

The People and Culture Business Partner will be accountable for:

1. The provision of a business partner service on all aspects of HR and Employee Relations matters including the interpretation and provision of advice on organisational-wide policies and procedures and Enterprise Agreement.
2. The effective case management of industrial matters, including conflict resolution and management of performance issues.
3. Assisting the College/Portfolio with advice, leadership and practical support on matters relating to Organisational restructures and change management processes.
4. The timely production of documentation and correspondence relating to a range of HR functions.
5. Effective co-ordination of University Academic Promotion rounds and/or other similar University-wide processes, including the provision of executive support to University committees and working parties where required.
6. The effective contribution to the development, review and maintenance of policy, procedures, training programs and organisational processes to guide the application of HR policy and relevant administrative systems.
7. The effective delivery of information and training programs to university supervisors and staff.
8. Represent the P&C Division on relevant projects as required and to promote and communicate P&C policies, processes and to proactively drive business improvements in P&C service delivery and initiatives.
9. Providing support to the Senior People and Culture Business Partners as required.
10. Supervision, guidance and direction of a People and Culture Coordinator where required.
11. Working in close collaboration with other Senior/P&C Business Partners and P&C Advisors to ensure consistency of service and leave coverage. Business Partners will be required to change college/portfolios allocations from time to time.
12. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A relevant tertiary qualification with experience working in a HR role at an advisory or business partnering level, or extensive relevant experience in HR at an advisory level.
- Demonstrated understanding of contemporary issues impacting upon HR policy and practice, including a sound understanding and experience in interpreting and advising on legislation, Enterprise agreement and policy and procedures.
- Demonstrated experience in the independent and effective management of industrial matters including conflict resolution, disciplinary matters and/or performance management.
- Demonstrated experience to undertake job evaluation and position classification and/or organisational change processes.
- Demonstrated experience in coaching and mentoring managers and leaders in HR matters.
- Demonstrated high level oral communication skills including well-developed presentation skills and the ability to liaise effectively with a diverse range of people both internal and external to the organisation.
- Demonstrated strong commitment to customer service and ability to form high level partnerships with senior clients.
- Demonstrated evidence of well-developed organisational and time management skills.
- Demonstrated high level written communication skills including the ability to independently prepare effective briefing papers, reports and recommendations to senior University managers to a high professional standard.