POSITION DESCRIPTION
Senior HR Business Partner

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<tr>
<th>Business Unit: Human Resources</th>
<th>REPORTING TO:</th>
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<td>Employment Type: Permanent Full-time</td>
<td>LOCATION: Jandakot</td>
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It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.

Position Objective

Working as a member of the ATCO Gas senior leadership team, the Senior HR Business Partner will provide business-focused, strategic and operational HR advice and services for delivery on the ATCO Gas strategy. The Senior HR Business Partner will interpret HR policies and employment legislation, advise on risk management, and coach and support managers in handling people management, industrial relations and change processes. They will identify and promote new ways of working and empowering approaches to people management in support of delivering on the business plan.

The Senior HR Business Partner will serve as a consultant to designated management teams on human resources-related issues. As a Business Partner they will assesses and anticipate HR-related needs, and through collaborative partnerships across the organization deliver value-added service to management and employees that reflect the business objectives of the organization.

Key Responsibilities

Business Partnering

- Provide professional, business-focused HR service to a designated client group. Build strong working relationships based on credibility and open communication. Work with the other HR Business Partner to share good practice, ensure a broad consistency of approach, and cover each other as necessary.
- Take a coaching approach and provide management information to facilitate effective, consistent, empowering people management - expecting and enabling managers to assume increasing responsibility for all aspects of people management.
- Work in partnership with senior management teams to identify the people implications of strategic and business plans and other developments. Promote new ways of working and agree appropriate local-level interventions to maximise opportunities, support change and manage risk.
- Analyze trends and metrics in partnership with the HR group to develop solutions, programs and policies.
- Facilitate effective workforce planning to identify the capacity and capability of the organisation to deliver its objectives.
- Provide professional senior level, strategic and operational HR advice on the interpretation of HR policies and procedures, employment legislation, recruitment strategies, and managing change processes, providing risk analysis to support this. Constructively challenge decisions which are not in best interest of the organisation.
- Lead responsibility for the HR/people management aspects of corporate initiatives and projects as agreed with the GM Human Resources.
Employee Relations

- As the ATCO Australia Employee Relations subject matter expert, provide high quality industrial and employee relations advice and services to ATCO Australia.
- Conduct negotiations dealing with industrial relations matters, including Enterprise Bargaining negotiations and provide industrial advocacy services before Industrial Relations and other Tribunals.
- Manage and resolve complex employee relations issues. Conduct effective, fit-for-purpose and objective investigations.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partner with the legal department as needed/required.
- Provide day-to-day performance management guidance to line management (coaching, counseling, career development, disciplinary actions) provoking positive changes in the management of people and performance improvement.
- Contribute to policy development and implementation in relation to industrial and employee relations matters.

Organisation Development

- Take opportunities to build shared understanding and ownership of the organisation’s vision, values, strategies, plans and desired culture.
- Support the GM Human Resources in the development, implementation and evolution of the People Strategy, working to embed a strategic and integrated approach across the organisation.
- Lead, coach and motivate others in the development of robust, innovative and creative approaches to service provision, building ownership and engagement at all levels.
- Provide guidance and input on business unit restructures, workforce planning and succession planning.
- Challenge the organizational structure of the internal client and proposes changes
- Recruit personally the key talents for the internal client
- Identify training needs for business units and individual executive coaching needs. Evaluate and monitor the success of all development programs.
- Lead, or contribute to, key organisational development and change projects as appropriate, modelling change management in practice and mentoring others in the process to facilitate their development.

Leadership

- Provide leadership to all members of the HR team, whether directly managed or not. Work to achieve common understanding of and commitment to the delivery of the HR Team’s objectives and role model effective leadership behaviours. Provide feedback, coaching and mentoring to other members of the HR team as appropriate.
- Actively promote cultural change and support new ways of working and continuous improvement within HR to provide a high quality, professional, consistent, and cohesive HR service. This includes: working collaboratively and communicating proactively; understanding the needs of, and eliciting and monitoring feedback from, our customers and stakeholders; and identifying and delivering developments and innovations to enhance service delivery and customers’ experience.
- As the Employee Relations subject matter expert for ATCO Australia, quality assure advice given by colleagues.

Qualifications and Experience
**Senior HR Business Partner - Position Description**

- 8-10 years’ experienced Human Resources generalist and/or business partnering experience.
- Significant experience in industrial relations with a sound knowledge of industrial and employee relations theory, principles, policies and practices.

**Skills and Attributes**

- Strategic thinker. Able to provide strategic advice, develop options, analyse risks, make good judgements, and solve problems.
- Able to develop highly effective working relationships by building credibility, respect and rapport with internal and external networks.
- Excellent negotiation, influencing and persuasion skills. Able to effectively and creatively challenge people, situations and current thinking.
- Skilled and credible in advising others on empowering people management.
- Proven ability to secure and analyse a range of quantitative and qualitative information and use this in developing strategies, plans, policies and solutions that meet individual and organisational needs.
- Clear, concise and influential written communication skills.
- Creative, resourceful, and pragmatic with a positive ‘can do’ and solution-focused attitude.
- Team player. Willingness to work in other areas of HR to manage peaks in the team’s workload and cover for colleagues as required.

| APPROVED BY: General Manager Human Resources | DATE APPROVED: |