

<b>Position Title</b>	HR Business Partner
<b>Group/Portfolio</b>	Human Resources
<b>Classification</b>	HEW Level 8
<b>Position Number</b>	0043249
<b>Reports To</b>	Senior Business Partner
<b>Employment Type</b>	Fixed-term

## Position Purpose

The HR Business Partner is a trusted advisor who collaborates with Griffith University's leadership to deliver effective and efficient HR services. This role supports the Senior HR Business Partner in implementing people strategies that enhance workforce capability, engagement, and compliance. The HR Business Partner leverages data and HR best practices to provide solutions that align with the University's strategic goals.

## Qualifications and Experiences

- The occupant of this position will hold relevant tertiary qualifications in Human Resources, Business, Commerce, Psychology and relevant experience in Human Resources.
- Experience with modern HR Information and Applicant Tracking Systems (e.g. PeopleSoft, SmartRecruiters, Workday or PageUp)
- Experience utilising Business Intelligence tools to develop reports and provide insights to leaders (e.g. Tableau or PowerBI)
- Experience and certification with a Job Evaluation Tool, preferably Mercer CED or similar.
- Experience in Union engagement and application of employment tools such as Fair Work Act, Enterprise Agreements and/or Modern Awards.

## Key Responsibilities

- **Partner with the Senior HR Business Partner** to execute on key workforce operational activities and support broader workforce strategies and initiatives that enhance the workforce capability.
- **Provide timely and practical advice** to managers and staff on a range of HR matters

including employee relations, performance management, recruitment, and workforce planning.

- **Support workforce planning activities** by analysing workforce data, identifying trends, and assisting in the development of workforce solutions that address current and future needs.
- **Contribute to change management initiatives** by supporting communication, engagement, and implementation strategies that ensure smooth transitions and staff alignment.
- **Promote a positive and inclusive workplace culture** by supporting diversity, equity, and wellbeing initiatives and encouraging constructive workplace behaviours.
- **Collaborate with internal stakeholders** across HR, Finance, Safety, and other functions to deliver integrated, client-focused HR services and solutions.
- **Maintain accurate and compliant HR Records** including workforce approvals, position descriptions, case notes, and reports, ensuring alignment with policy and legislative requirements.
- **Use HR systems and data analytics** to generate insights, monitor key metrics, and support evidence-based decision-making and continuous improvement.
- **Manage the resolution of employee relations issues**, including end to end case management such as investigations, disciplinary processes, and conflict resolution, in line with University policies and industrial instruments.
- **Contribute to HR projects and initiatives**, such as policy reviews, system improvements, and capability development programs, to enhance service delivery and organisational effectiveness.
- **Stay informed of HR trends, legislation, and best practices**, and apply this knowledge to support innovation and compliance in HR operations.

## Key Capabilities

### Service Centric

- Collaborates with clients to deliver accessible, fit-for-purpose HR solutions and adapts to changing needs.

### Collaborative and Inclusive:

- Builds high-performing partnerships and teams, commits to diversity and inclusion.

### Innovative and Enterprising:

- Continuously develops self and others, has a growth mindset.

### Digital and Data Enabled:

- Harnesses digital technology, makes data-driven decisions.

### Strategic and Commercial Acumen:

- Achieves strategic results, ensures value for money.

### Adaptable and Resilient:

- Embraces openness, supports self and others during change.