

POSITION DESCRIPTION



Position Title	Human Resources Business Partner
Career Level	4
Location	North Sydney
Position Type	Fixed Term, Full Time
Business Unit	Corporate Services – Human Resources
Reports To	Human Resources Manager
No. of Direct Reports	1
Date	November 2024

About MLA

MLA works in partnership with the red meat industry and the Australian Government to deliver marketing, research and development products and services to cattle, sheep and goat producers. Our core purpose is to deliver world leading outcomes that fuel global competitiveness, sustainability and producer profitability.

Our values:

- Integrity at heart - We are unwavering in our commitment to our stakeholders.
- Stronger together - We embrace diversity and collaborate to deliver impact.
- Future focused - We strive to continuously improve and push boundaries towards a better future.

Position Purpose

The Human Resources Business Partner will work as part of a small team to provide business-focused, strategic and operational HR advice and services that align to organisational objectives, as well as contributing to strategic HR initiatives and projects.

This role will partner with internal business units to build capability and provide HR consulting and operational support across the full employment lifecycle, including expertise and advice to managers and employees in relation to HR processes and policies, recruitment, employee relations, performance management, talent and succession planning, learning and development and Work, Health and Safety (WHS).

In addition to the HR generalist remit, this role will partner with the Human Resources Manager in the development of strategic HR initiatives and delivery of programs in:

- Talent management (performance, development, talent and succession)
- Engagement
- Recruitment
- Remuneration & Benefits
- Data Analytics
- Work, Health & Safety
- Leadership & Culture
- Diversity, Equity & Inclusion

Key Accountabilities

➤ **Human Resources Business Partner**

- Provide strategic business partnering and coaching to leaders to drive business results and promote a high-performance culture.
- Partner with the HR team and leaders to deliver the MLA People Strategy and operational plan.
- Leverage communication, coaching and organisational design skills to influence decision making across the organisation.
- Partner with hiring managers to oversee the recruitment process from end-to-end and coach hiring managers in best practise behavioural based interviewing techniques.
- Conduct job evaluation and ensure consistent application of remuneration and benefits policies.
- Deliver HR cyclical activities including performance, remuneration, talent management and succession planning.
- Ensure the induction and on-boarding framework is effective and executed across MLA to achieve desired outcomes.
- Coach and build capability of leaders, including talent management, learning and development and performance management to promote engagement and a culture of continuous growth and development.
- Provide guidance to managers in coaching and/or performance improvement counselling of employees in line with policies and legislative requirements.
- Manage and resolve employee relations issues, conducting effective, thorough and objective investigations in accordance with substantive and procedural fairness principles.

➤ **Human Resources Programs**

- In collaboration with the Human Resources Manager, develop HR programs that support the strategic objectives of the function within area of responsibility.
- Apply project management skills to deliver HR and business projects in area of responsibility on time, within budget, often with limited resources. Execute project plans, ensuring proactive and early identification and escalation of project issues.
- Administer and maintain program initiatives end-to end in area of responsibility.
- Use data and analytics to measure the effectiveness of HR initiatives or to highlight key strengths, issues and trends for intervention and action.

➤ **Work Health and Safety**

- Contribute to the development and implementation of MLA's Workplace Health & Safety policies and practises that foster a culture that supports and values employee wellbeing.
- Undertake effective measures to ensure compliance with MLA's policies and procedures in workplace health and safety as applicable to self, other Workers and all activities within area of responsibility and control. This includes, but is not limited to:
 - Provide information, instruction, training and supervision to employees
 - Undertake risk assessments, design and implement control measures to reduce risks
 - Ensure application of appropriate risk control measures
 - Ensure all hazards, incidents and near misses are reported
- Return to work coordination and management of complex sick leave, worker's compensation and rehabilitation cases (as required).

➤ **General**

- Foster a culture of continuous learning and growth, sharing knowledge and working collaboratively with the Human Resources team.
- Adopt the principles of Design Thinking and apply to day-to-day work and projects to meet customer needs.

- Participate or lead certain committees across MLA.
- Be an ambassador for the Human Resources function and role model MLA values.
- Support others within the HR team in such a way that enhances and supports high performing, empowered and engaged individuals and teams. Strong focus on helping to develop skill sets, capabilities, and career development of others.

Major Challenges and Complexities

- Prioritising multiple, competing deliverables in a fast-paced environment – whilst delivering to a high standard.
- Maintaining effective relationships with internal client groups across multiple offices and remote locations, to achieve effective desired outcomes.
- Ability to analyse complex information and translate it into practical advice and solutions for the business.
- Ability to link your day to day role with overarching organisation and industry strategic plans.

Key Relationships

Internal	<ul style="list-style-type: none">• Human Resources• Payroll• Leaders• Employees
External	<ul style="list-style-type: none">• Candidates and recruitment agencies• Immigration agents• L&D consultants and facilitators• Professional networks• Other service providers as required

Other (i.e. travel required, on call)

Domestic travel to MLA offices

Authority

What does the person have the authority to do?

- Provide advice to managers and employees in accordance with employment legislation and MLA policies.
- Manage preferred supplier arrangements and recruitment costs within budget.
- Prepare business cases for approval of use of consultants or other external expenditure.

What does the person need to seek approval for?

- Make financial commitments on behalf of MLA outside MLA's policies and delegations of authority.
- Any other activity outside their delegation of authority in accordance with MLA's policies.

Essential Qualifications / Skills / Experience / Competencies

Qualifications and experience

- Tertiary qualifications in Human Resources or related discipline combined with solid generalist human resources experience.
- Demonstrates experience of operating in a business partner model, working with leaders to drive business results and applies a pragmatic approach.
- Demonstrates knowledge and application of Australian employment legislation.
- Demonstrates knowledge of current thinking in Human Resources issues and trends.

Skills and competencies

- Highly developed interpersonal skills with the ability to interact and build rapport at all levels of the organisation.
- Highly developed negotiation and influencing skills to help drive business results.
- Highly developed organisational skills, including the ability to plan, prioritise, make decisions and meet deadlines.
- Demonstrates strong project management and change management skills.
- Strong written and oral communication skills.
- Strong presentation and facilitation skills.
- Proactive and demonstrates a focus on continuous improvement and ability to challenge the status quo.
- Demonstrates discretion when handling confidential and sensitive information.
- Role models MLA values and behaviours.