

PEOPLE AND CAPABILITY BUSINESS PARTNER

POSITION DESCRIPTION

Position Title	People and Capability Business Partner
Directorate	Office of the CEO
Department	People and Capability
Position No.	11,001.00, 11,101.00 and 11,113.00
Classification	Level Six (6) – Level Seven (7)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Senior People and Capability Business Partner - Operations
Last Review Date	August 2026

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The People and Capability Department ensures an integrated approach to internal organisational services across the organisation. The People and Capability department is responsible for the Human Resource and Learning and Development functions within Council.

POSITION SUMMARY:

The People and Capability Business Partner position is responsible for advising and supporting management, staff and stakeholders in the area of human resource management and industrial relations across Isaac Regional Council.

DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

Act as a trusted partner to the organisation on the following people related matters:

Talent Management and Engagement

- Provide operational leadership to direct report/s, including coaching and mentoring, goal setting, performance management, ensuring compliance and continuous improvement.
- Partner with business unit leaders to attract, recruit and retain talent aligned with Isaac Regional Council's values and community needs.
- Coordinate employee offboarding.
- Promote leadership development.
- Support initiatives that foster a positive, inclusive and values-driven workplace culture.

Strategic Workforce Planning

- Collaborate with business unit leaders to align workforce strategies with community and organisational goals.
- Support business unit leaders with succession planning and future capacity needs.

Industrial and Employee Relations

- Support business unit leaders with performance management/review processes and development conversations.
- Provide advice and ensure compliance on award interpretation, certified agreement, internal policies and legislation.
- Manage employee relations matters, including grievances, investigations and disciplinary actions.
- Maintain relationships with unions and employee representatives.
- Promote a positive workplace culture and drive employee engagement initiatives.
- Maintain an up to date understanding of legislative requirements within the human resource and industrial relations field.

Organisational Development and Change

- Support and coach business unit leaders with change management initiatives, including restructures, culture transformations and process improvements.
- Promote continuous improvement and innovation in people practices.

Compliance and Risk Management

- Ensure department practices comply with legal and ethical standards.
- Monitor and mitigate people-related risks through proactive policy and process management.
- Exercise sound judgement, professionalism and confidentiality in the management of sensitive employee and organisational information.

Operational

- Compile reports and metrics as required.
- Maintain accurate records and reporting for audits.
- Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Knowledge of awards, certified agreements and workplace laws.
2. Excellent interpersonal, communication and organisational skills is essential.
3. Demonstrated personal drive with the ability to determine priorities and set outcomes to achieve results within agreed timelines and objectives.
4. High level experience and knowledge of Microsoft office suite.

Experience

1. Minimum two (2) years demonstrated experience as a contemporary Human Resource professional in a medium sized public or private sector organisation (local government - desirable).
2. Proven ability to build rapport and liaise with both internal and external stakeholders to achieve work related outcomes.
3. Exposure to Human Resource Information Systems, organisational structures and payroll.

Qualifications

Mandatory – this role requires the possession of:

1. Valid Driver Licence.

Desirable

2. Relevant tertiary qualifications or previous experience in a relevant role.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		