

HR	<b>Success Profile</b>	 <p><b>Guide Dogs</b> NSW/ACT Sight lost, freedom found.</p>
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Role	HR Partner
Reports to	HR Manager
Location	Chatswood
Manages / Supervises	n/a
Date revised	New position October 2018

**PURPOSE OF THE JOB:**

The HR Partner will support the organisation in meeting its strategic goals through its people and enable the HR function to achieve effective and sustainable practice. It is responsible for the provision of HR Partnering/Consultant support on a broad range of HR Policies, Programmes and Practices, developing people manager capability and forming strong relationships that offer value-added solutions to people management issues. This position will also lead an HR functional area of specialism, actively participate in the annual planning process and will lead and/or contribute to relevant HR projects.

**KEY ACCOUNTABILITIES:**

Key Result Area	
<b>Business Partner</b>	<b>JOB HOLDER IS SUCCESSFUL WHEN:</b>
Provision of HR Partnering/Consultant to meet needs of the organisation.  GDN meets its strategic goals through its people.	<ul style="list-style-type: none"> <li>● HR solutions are identified, built and implemented in line with organisation/unit needs.</li> <li>● Recommendations and solutions are provided to Managers across a full range of HR areas inc. Remuneration &amp; Benefits, Communications, Change, Employee Relations, Learning &amp; Development, WHS, Recruitment, Resourcing.</li> <li>● Interpretation and counsel in relation to HR Policies, Programmes and Practices is provided to Managers and Employees.</li> <li>● Managers and Business Leaders are successfully coached and guided through change.</li> </ul>

	<ul style="list-style-type: none"> <li>• Capability of Managers and Business Leaders is grown and developed.</li> <li>• Reputation as a credible, trusted advisor and contributor is built and maintained.</li> <li>• Issues are resolved through problem solving methodologies, research of issues and development of solutions.</li> <li>• New Strategies, Policies, Programmes and practices are developed and implemented to meet organisational and management needs.</li> <li>• Training &amp; development initiatives are designed and facilitated.</li> <li>• Risk is managed and business/employee issues are resolved with limited disruption to the individual, customer or the organisation.</li> </ul>
<b>HR Portfolio</b>	<b>JOB HOLDER IS SUCCESSFUL WHEN:</b>
<p>Lead an HR functional area or specialism.</p> <p>Contribute to HR achieving effective and sustainable practice.</p>	<ul style="list-style-type: none"> <li>• Generalist &amp; specialist HR knowledge is utilised to develop and deliver the HR Strategy and across key areas of responsibility.</li> <li>• Plans are created, implemented and standards are maintained in line with compliance requirements and organisational expectations.</li> <li>• Systems, policies, processes, practices, tools and techniques are compliant and continuously improved.</li> <li>• Reporting on areas of responsibility is effective and responsive.</li> <li>• Revenue and expense targets for area of expertise are managed.</li> <li>• HR Team collaborate effectively and present a capable, united front to the organisation.</li> </ul>
<b>HR Projects</b>	<b>JOB HOLDER IS SUCCESSFUL WHEN:</b>
Lead and/or contribute to relevant HR projects.	<ul style="list-style-type: none"> <li>• Projects /programmes are delivered on time to agreed budget, scope and quality.</li> </ul>

❖ NOTES: Complete other tasks as required / directed.

**KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:**

Essential	Desirable
<ul style="list-style-type: none"> <li>• Degree qualified in Human Resources</li> <li>• HR Generalist skills with proven experience working as an HR Business Partner</li> <li>• Broad knowledge of Employment Law, HR Policies and best practice.</li> <li>• Solid consulting, negotiation and facilitation skills</li> <li>• Business acumen and commercial thinking</li> <li>• Strong communication and influencing skills</li> <li>• Customer and service oriented with strong delivery capability</li> <li>• Relationship/stakeholder management skills</li> <li>• Solid understanding of change methodologies with a proven ability to guide Leaders/Managers through change</li> <li>• Continuous improvement mindset</li> <li>• MS Office Suite (Excel, PowerPoint &amp; Word)</li> </ul>	<ul style="list-style-type: none"> <li>• High level project management skills</li> <li>• Functional expertise in an area of HR such as Recruitment, Volunteering, L&amp;D</li> </ul>

[Name]

[Sign]

[Date]