

Position/s Description

HR Partnering and Projects Lead (POS1095)

Directorate | Department Corporate Services | People and Culture

Reports to Chief People Officer

Number of Direct Reports 4

Position Grade Grade 18

Employment Type Permanent

Primary Location Civic Place

Date Approved April 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

Lead and deliver strategic and operational workforce-related services that support Council's strategic directions and values in a pro-active and efficient manner to enable Council to attract, develop and retain suitably qualified employees.

This position leads and delivers a mix of strategic people and operational activities focusing on people and the workplace – ie. workforce planning, organisational structure and design, job evaluation, change management, performance management, workforce analytics and generalist HR business partnering services to the business.

The role as a professional expert in HR is responsible for ensuring current thinking, trends and uplift is embedded in the team as they strategically determine the most tenable solutions to current workforce opportunities for improved performance. The role supervises 2 HR Business Partners and 2 HR Generalists and is a leader in ensuring collaboration internally with the broader People and Culture team as well as the businesses directorates and departments.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Providing strategic co-ordination, high-level support and advice on a range of people and organisational development matters. This includes providing an advisory, reporting and support service to Directors and Managers on people and workplace management issues relating to workforce planning, workplace design and structure, people relations, performance and workforce policy	Demonstrates strong stakeholder engagement by presenting clear, evidence-based options, producing high-quality reports, and responding effectively to emerging people and workplace issues. Anticipates risks and trends, contributes to sustainable workforce solutions, and supports leaders to implement change effectively.
Working collaboratively with other key stakeholders in developing, implementing influencing and evaluating organisational reform and people and workplace initiatives and programs.	Organisational reform and people initiatives are delivered as planned and achieve intended outcomes.
Identifying people leadership capability levels and guiding all levels of leaders in ways in which they can improve their leadership of teams and individuals to reduce adverse conflict, performance gaps and negative behaviours.	Supports leaders to enhance skills in managing individuals and teams, addressing performance gaps, and responding constructively to conflict and behavioural issues.
Developing and implementing policies and procedures to ensure Council: meets its statutory and industrial obligations in the provision of people and workplace services; adopts innovative and best proactive people and organisational development strategies and programs (focusing on workforce management, organisational design, talent engagement and rewards and recognition).	Ensure Policies and procedures are compliant with legislation, awards, best practice and industrial instruments.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Managing and driving the co-ordination, development and implementation of best practice workforce improvement programs for Council and what is appropriate for various workforce segments	Workforce improvement programs are delivered within agreed scope and timeframes and demonstrate improved workforce capability.
Working with the Executive Team and Department Managers to identify business performance needs and delivering a broad range of innovative workplace and people solutions to support change and the implementation of initiatives, including delivery of structured education programs designed to raise awareness and increase accountability in the respective units.	Business performance needs are clearly identified in collaboration with leaders ensuring positive feedback from executives and managers on impact and effectiveness.
Directing, leading and inspiring a team of staff in providing quality advice and client focused people and workplace services in accordance with Council business objectives and policies (including good conduct, ethical behaviour, risk, dignity and respect, safe work practices and equal employment opportunity).	Team consistently delivers timely, accurate and high-quality people and workplace advice, with positive internal client feedback on service responsiveness and professionalism.
Case managing (in collaboration with relevant Directors, Managers and Industrial Relations Specialist) more complex individual workplace relations matters relating to grievances, discipline and Award and performance matters.	Advice and case management reduce escalation, legal exposure and industrial risk.
Utilising and analysing a range of people and workplace data and corporate HR information to develop appropriate strategies that ensure future business needs of Council are met including workforce planning, flexible work practices, job evaluation, people management and development. This is done organisation-wide, departments and other workforce segments within Council.	Data-informed recommendations (where available) support informed decision-making at all organisational levels.

Decision Making Authority and Responsibilities	
Decision Making	• Work organisation and allocation/delegation (and decisions on daily operational work tasks) to achieve outcomes consistent with relevant policy, legislation and Award requirements for self and the team. • Reviewing and revising work programs and related processes, with a view to making them align with best practice service delivery and/or recommend innovative ways of improving productivity consistent with position purpose and key accountabilities/responsibilities. • Developing and applying innovative people and workplace solutions to achieve business unit objectives consistent with position purpose and key accountabilities/responsibilities • Expenditure within delegated limits. • Allocation of work and resources to the team. • Work organisation to achieve Business plan and individual plan outcomes. • Policy and procedure compliance including assessment and analysis in matters with multiple considerations and contextual factors.
WHS Responsibilities	• Promote a safe and healthy work environment by complying with all relevant WHS legislation, policies, and procedures. • Take reasonable care for their own health and safety and that of others in the workplace. • Report hazards, incidents, and unsafe practices in a timely manner. • Follow safe work practices and instructions to maintain a safe workplace.
Financial Delegation	• As per relevant delegation schedules.

Key Relationships	
Who	Why
Chief People Officer	• To provide strategic direction and support as Manager and direct supervisor.
CEO, Directors, and Managers	• To foster successful relationships with key stakeholders and ensure appropriate advice is given.
Union and Delegates	• A key Council stakeholder in a highly unionised environment, with a strong focus on maintaining constructive industrial relationships
LGNSW and other professional consultants	• Key stakeholders who support HR through specialist advice, ensuring accurate guidance and effective delivery of critical projects and outcomes.

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
Essential:	• Tertiary qualifications relating to Business Management, Organisational Psychology and/or Human Resources. • Class C Drivers Licence • Excellent people management and leadership skills, and experience in successfully managing the delivery of a range of people and workplace services, including the capacity to contribute to organisational change • Extensive knowledge and understanding of contemporary people and organisational development policies practices, issues and trends, and experience in advising, interpreting and applying legislation, awards, agreements and policies • A strong commitment to initiating, developing, implementing and leading best practice client service initiatives, • Exceptional interpersonal, negotiation & consultation skills, demonstrated ability to influence & motivate others & to communicate ideas in a clear concise way, and ability to deal with staff at all levels in a consistently professional manner • High level analytical, problem solving and strategic planning skills, together with experience in developing sound solutions to complex issues, and setting priorities and meeting tight deadlines in a high-volume client focussed environment • High-level written communication skills and demonstrated ability to critically analyse information and prepare concise reports on strategic HR matters. • Experience working with, and providing technical advice and strategic advice to senior managers regarding people and workplace matters. • Comprehensive knowledge of people policies and practices, Australian and NSW employment legislation, the State Industrial Relations system, and WHS with a strong understanding of and commitment to EEO principles, ethical practice, and workplace diversity.
Desirable (if applicable):	• Post graduate qualifications in human resources or related discipline.

Signature

By signing below, I understand the contents and expectations of this position description.

Name

Signature

Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.

