



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior HR Business Partner
<b>Cluster / Business Unit / Division</b>	People, Performance & Capability
<b>Section or Unit:</b>	PPC Operations
<b>Classification:</b>	Band 7
<b>Position Description Number:</b>	PD-1901
<b>Work Contract Type:</b>	Professional

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### POSITION PURPOSE

The Senior HR Business Partner is responsible for developing the capability of leaders, managers and employees through the provision of coaching and building knowledge to proactively drive change and improved people performance.

Additionally, the position provides strategic direction, advice, guidance and support to business leadership team/s to develop and implement improved people management practices that are aligned to strategic and organisational objectives.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

People, Performance & Capability (PPC) manage a number of critical services to the organisation and execute strategic and operational initiatives in the achievement of ANSTO's strategic plan, which ensures the safety, security and wellbeing of ANSTO staff, facilities and operations.

The People Operations pillar upholds the professional standards of the organisation by providing leadership to the business on key people-issues; provide advice, support and guidance to managers on the application of the standards, and advocates for employees. This unit contributes to the design, and manages the implementation of key projects to continuously improve the organisation's people processes and frameworks.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provide expert knowledge and strategic advice to proactively develop the capability of leaders, managers and employees through the provision of coaching and innovative approaches to transfer knowledge to drive change and improve people leadership and management strategies.
- Develop and influence positive relationships across the ANSTO Group and foster open and honest communication at all levels, in order to influence effective business outcomes.
- Drive the development and implementation of strategies and approaches to consolidate the accountability of people management processes to people managers. This includes building and facilitating the use of individual capability, tools, systems and processes to ensure a seamless transition.
- Implement common instructional methods and aids, and provide clear direction and guidance to leaders and managers, so that they are appropriately equipped with the requisite skills, knowledge and methods to effectively fulfil their people management accountabilities.

- Lead and conduct analysis, research, and apply innovative and creative approaches to develop novel and fit for purpose solutions to emerging and complex people management and cultural transformation issues.
- Lead in the design of organisational solutions and implementing key operational change programs to organisational and people management frameworks.
- Actively advocate change processes to staff and participate in the communication of change initiatives across the organisation.
- Drive the development, implementation, and ongoing monitoring of appropriate and effective strategies related to succession planning and talent management, performance management, remuneration, organisation development, rewards and recognition, and other human resource policies, procedures and practices.
- In consultation with Workforce Planning specialists, undertake effective workforce planning to identify the capacity and capability of the organisation to deliver its objectives, including analysing trends and metrics to develop solutions, programs and policies.
- Collaborate with senior management in leading organisational structure reviews and identify current and future organisational design opportunities and issues, including the mix of workforce types best suited to service delivery, which respond to current and future organisational strategy and business needs.
- Develop and implement detailed HR integration project plans and due diligence for structural change; and drive realignment processes and organisation development to facilitate successful transition and achievement of objectives.
- Effectively promote sound workplace relations and assist with industrial relations issues, including grievances and unsatisfactory performance, through the provision of accurate and timely advice, support and case management of employees.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence and interdependencies in determining how to achieve objectives of the unit, including deciding on methods and approaches, operations, project planning and allocation of resources.
- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the PPC strategy and PPC objectives provide the context for the position.
- The position is fully accountable for the accuracy, integrity and quality of the content of advice and support provided to their customer groups (managers and employees), and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice and support.
- Determines key work priorities within the context of agreed work plans and will consult with the Director People, Strategy & Performance and the GM People, Performance & Capability on complex, sensitive and major issues that have a significant impact on PPC.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

### **Key Challenges**

- Influencing and persuading business areas to take ownership of a range of people management initiatives and reforms in an environment of competing demands for resources and tight deadlines

- Building sound relationships with executive and senior managers to increase their knowledge, capability and support for modern people management practices
- Balancing the reactive nature of the role with a longer term, proactive planning approach that can drive people management and cultural transformation
- Balancing the requirements of each of the business streams and delivering joined-up approaches and solutions to meet broader organisational goals and objectives

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Management/Executive	<ul style="list-style-type: none"> <li>• Understand the key challenges of their business area and provide recommendations to continuously improve</li> <li>• Provide expertise and evidence based advice and support</li> <li>• Provide coaching and support to build leadership capability</li> </ul>
People Operations Team	<ul style="list-style-type: none"> <li>• Work collaboratively to ensure the consistent application and understanding of standards across a broad range of disciplines.</li> <li>• Share data trends and strategies</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Advocate for the consistent application of frameworks and standards to ensure a fair process for employees is followed.</li> <li>• Provide advice and support to employees on organisational processes</li> </ul>
Cultural Transformation Team	<ul style="list-style-type: none"> <li>• Contribute expertise to strategic projects</li> <li>• Partner to implement operational delivery of projects</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the General Manager, People, Performance & Capability
Direct Reports	Nil
Indirect Reports	

<b>Financial Data (2015/2016)</b>	
Revenue / Grants	
Operating Budget	
Staffing Budget	
Capital Budget	
Assets	

<b>Special / Physical Requirements</b>	
Location:	Support across the entire ANSTO network. The positions are based at ANSTO's Lucas Heights and Clayton campus
Travel:	Frequent travel to ANSTO sites within Australia
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Hours:	Willingness to work extended and varied hours based on operational requirements After hours work may be required for short and infrequent periods

Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance
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**Workplace Health & Safety**

Specific role/s as specified in AG- All Workers 2362 of the ANSTO WHS Officer (definitions found in appendix 1 of AG-2362) Management System

**KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Degree or Graduate Diploma in Human Resources or related tertiary qualifications and/or extensive HR experience across a range of HR functions, including all relevant employment laws and legislations
2. Demonstrated experience in coaching and providing support
3. Proven experience in managing organisational cultural change and the people impacts of major change programs, including integration and restructures resulting from mergers and acquisitions
4. Significant record of success in implementing strategic Human Resource plans and solutions, improving organisational performance and productivity and dealing with complex business/HR/ER issues
5. Evidence of extensive experience in key Human Resource areas including workforce planning, organisation development, remuneration, performance management, succession planning and talent management
6. Proven ability to maintain a high degree of confidentiality, discretion and judgement while maintaining a strong customer service approach
7. Well-developed internal consulting skills with strong business acumen, well developed analytical thinking and problem solving abilities
8. Strong communication, interpersonal, influencing and negotiation skills with ability to engage across all levels of the business.
9. Excellent planning and organisational skills with a demonstrated ability to work under pressure, manage competing priorities and meet deadlines.
10. Strong strategic and creative thinking skills and experience and the proven capacity to develop innovative solutions and novel approaches to complex, multi-faceted issues and problems
11. Experience in working across a multi-site structure

**VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>	<b>Delegated Authority</b>
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: