

## Position Details

<b>Position Title</b>	People & Culture Business Partner
<b>Location</b>	3 Frederick Road Royal Park SA 5014. You may be required to work at other sites within the MTA to meet business requirements.
<b>Reports To</b> (Position Title)	Manager People and Culture
<b>Financial Accountability</b> (Expense Budget and/or revenue)	N/A
<b>Management Responsibility</b> (No of employees managed/supervised)	N/A
<b>Systems Responsibility</b>	As the subject matter expert (SME) for IntelliHR, the People & Culture Business Partner manages the system and supports all related processes—such as onboarding, offboarding, compliance, contract management, performance management, learning & development, and employee engagement—throughout the employee lifecycle. These processes are developed and managed in close collaboration with the Manager of People & Culture, ensuring their effective implementation and optimisation in alignment with the organisation's strategic objectives

## Position Responsibilities

<b>Purpose of the Position</b>	The P&C Business Partner provides contemporary and best practice human resource advice to ensure a positive employee experience. With a thorough understanding of the business areas, their objectives, and priorities you will provide coaching, insight and
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	<p>strategic advice to leaders at all levels on workforce management, workforce planning, and performance enhancement by offering innovative HR solutions within legislative and policy requirements, to deliver on Enterprise objectives. You will partner with leaders to attract, engage, develop and retain the right people, in the right roles, at the right time to maximise client'/stakeholder satisfaction.</p>
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<p><b>Primary Responsibility</b></p>	<p>Assist the P&amp;C Manager to:</p> <p><b>Developing and delivering operational and strategic P&amp;C services and initiatives</b> focused on key strategic areas:</p> <ul style="list-style-type: none"> <li>• <b>Cultivating a Shared and Trusted Culture:</b> Design and implement initiatives to foster a positive workplace culture, while conducting surveys to gauge and enhance employee satisfaction.</li> <li>• <b>Talent Management:</b> Oversee dynamic talent acquisition, implement sustainable learning and development programs, and develop strategies to retain emerging talent, create succession plans, and reduce turnover.</li> </ul> <p><b>Executing practical P&amp;C functions</b> that include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Employee relations advice</li> <li>• Recruitment and onboarding</li> <li>• Remuneration correspondence</li> <li>• Learning and development</li> <li>• Performance management</li> <li>• Offboarding</li> </ul>	<p><b>Time Spent</b></p> <p>35%</p>
<p><b>Purpose of Activity</b></p>	<p>Support Managers to maximise the performance and engagement of their staff, ensuring compliance with internal and external policies and legislation.</p>	
<p><b>Example</b></p>	<p>Build and maintain effective working relationships across the business through consistent presence across all</p>	

	<p>MTA sites and locations.</p> <p>In conjunction with the Manger People Culture liaise and partner with managers and employees to provide consistent, timely and consistent human resource advice and services in all aspects of People and Culture functions and maintain operational services.</p>	
<b>Responsibility (2)</b>	Advise staff on Human Resource matters and assist in resolving workplace matters to ensure the organisation is operating in a compliant and risk- mitigation environment.	15%
<b>Purpose of Activity</b>	Support staff in their understanding of the HR Polices, procedure and legislation.	
<b>Example</b>	Provide advice and information to staff in a timely manner, to ensure they have access to relevant support services and/or mediation services.	
<b>Responsibility (3)</b>	Coordination of end-to-end MTA Recruitment	25%
<b>Purpose of Activity</b>	Partner with hiring managers to attract, select, and engage employees who are recruited as part of recruitment campaigns. Maintain a focus on candidate experience and care when liaising with candidates, recruitment agencies, training providers and other customers to achieve the desired P&C outcomes.	
<b>Example</b>	Coordinate and administer induction, onboarding and learning and development processes in accordance with organisational policies and procedures. Manage information systems e.g. Share Point, IntelliHR, JobAdder employee files and prepare and follow procedures to ensure People and Culture documents are maintained confidentially in a consistent, contemporary and updated system to meet stakeholders and audit requirements. Monitor completion of all documents throughout the employee life cycle, such as	

	exit interviews, induction checklist, end of probationary periods, performance and development quarterly and annual reviews, ensuring 10/10 employee experience.	
<b>Responsibility (4)</b>	HR Administration Compliance and Analytics	25%
<b>Purpose of Activity</b>	. To ensure the effective management of HR records and documents, leveraging expertise in the IntelliHR system for optimal compliance and efficiency	
<b>Example</b>	<p><b>IntelliHR System Management:</b> Oversee and coordinate all aspects of the IntelliHR system, including system training, user support, and ensuring effective utilization across the organization.</p> <p><b>Compliance Monitoring:</b> Collaborate with the WHS advisor and Compliance team to monitor and maintain mandatory compliance information across the business. This includes administering:</p> <ul style="list-style-type: none"> <li>• Fit and Proper Checks</li> <li>• National Criminal History Checks</li> <li>• Working with Children Checks</li> <li>• Role-specific certificate requirements</li> </ul> <p><b>Reporting and Policy Review Support</b> Contribute to: Preparation of annual WGEA reporting, policy reviews. In conjunction with the Manager People and Culture assist with the review of policies, remuneration survey reports, monthly board reports and Annual reporting.</p> <p><b>HR Analytics and Reporting:</b> Utilize reports within IntelliHR to provide actionable insights and support data-driven decision-making. Prepare and present detailed reports on key HR metrics and initiatives, including onboarding, offboarding surveys, employee sentiment, attrition, gender composition, and employee performance.</p>	
<b>Total Weighting</b>		<b>100%</b>

## Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- **Relevant laws and regulations including OH&S and EEO**
- **Industry codes.**

## Knowledge, Skill and Experience Requirements

<ul style="list-style-type: none"> <li>• <b>Knowledge</b></li> <li>• <b>SACE</b></li> <li>• <b>Degree/Diploma</b></li> <li>• <b>Post-Graduate Qualifications</b></li> <li>• <b>Trade Certificate</b></li> <li>• <b>Industry Specific Qualifications</b></li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Degree in Human Resources Management and/or relevant experience</li> </ul>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Ability to identify emerging workforce trends and ER and IR issues to navigate and recommend interventions and mitigations strategies</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Skills and Attributes</b></li> <li><b>Interpersonal Skills eg. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Teamwork</b></li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience in providing practical people and culture solutions.</li> <li>• Strong stakeholder engagement with leaders</li> <li>• Takes initiative to research and analyze current HR trends and best practices to enhance decision-making and strategic approaches</li> </ul>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Build People Capabilities by coaching leaders to identify and address workforce issues by have challenging and/or difficult conversations</li> <li>• Mediation</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Personal alignment with MTA Values</b></li> </ul>	<p><b>Teamwork:</b> Working together, empowering and supporting one another to achieve our common goals</p> <p><b>Achievement:</b> We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services</p> <p><b>Accountability:</b> We take ownership</p>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Demonstrates and uphold the MTA values and customer service standards by providing high quality,</li> </ul>

	<p>of all that we do, each taking responsibility for our part in delivering high quality services</p> <p><b>Respect:</b> We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.</p> <p><b>Excellence:</b> We strive to do and be the best in all that we do every day</p> <p><b>Safety:</b> We are committed to a safe workplace for all.</p>	<p>consistent and professional service to our customers by being responsive, knowledgeable, timely and respectful in all interactions</p>
<ul style="list-style-type: none"> <li>• <b>Computer Software</b></li> <li>• <b>E.g. Microsoft suite, Project, Finance</b></li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proficient Microsoft and experience using HR systems</li> </ul>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Intelli HR or alternative HRIS</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Additional Requirements</b></li> <li>• <b>Clearances</b></li> <li>• <b>Technical Skills</b></li> <li>• <b>Licences</b></li> <li>• <b>Training</b></li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Drivers Licence.</li> <li>• Working with Children Check (or willing to obtain)</li> <li>• National Criminal History Check (or willing to obtain)</li> <li>• RRHAN</li> </ul>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Ability to interrupt and apply legislation and Fair Work Act provisions</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Experience</b></li> <li>• <b>Industry and/or field experience</b></li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience</li> <li>• Experience in end-to-end recruitment and selection</li> </ul>	<p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and experience in developing and implementing policies, procedures, guidelines and templates</li> </ul>

**Frequent Contacts**

<p><b>Internal Contacts</b> Includes organisational managers and employees.</p>	<p>Chief Executive Officer General Managers MTA Managers MTA Employees</p>
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<b>External Contacts</b> Includes customers, members, suppliers, Government bodies, industry groups, competitors	Government bodies Industry groups Recruitment Agencies Training Providers Leadership Program Contacts

I HAVE READ AND DISCUSSED THE CONTENTS OF THIS POSITION DESCRIPTION WITH THE UNDERSIGNED MANAGER. I ACCEPT THE CONDITIONS OF THIS POSITION AS STIPULATED ABOVE.

..... DARRELL JACOBS.....  
 NAME OF INCUMBENT CHIEF EXECUTIVE OFFICER

DATE OF APPOINTMENT: ..... DATE: .....

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 SIGNATURE OF INCUMBENT SIGNATURE OF CEO