

POSITION DESCRIPTION

Senior Human Resources Business Partner

Position Purpose

Support the Head of Human Resources (HR) in coordinating and managing the Human Resources Management function within the Company.

Reporting to

Head of HR

Direct Reports

HR Case Officer

Position Responsibilities

- Creation of contract of employment offer letters, change of terms correspondence etc. Updating departmental documentation, policies and procedures, staff handbook as directed. This will also include Staff Handbook refreshers including toolbox talks, briefings etc. Creation of managing process to collect completed paperwork;
- Lead large-scale recruitment and selection including creating / advertising job specs online, tele-screening and face to face interviewing, recruitment documentation co-ordination, medical and aptitude assessments, reference checking, co-ordination of applications etc;
- Co-ordination and support of culture programs which reinforce the positive work environment including Reward and Recognition, Wellness Program, Diversity Action Plan, Benefits Program etc. This will include ad-hoc duties such as skin cancer tool co-ordination, invites to Wellness events etc;
- Oversee injury and rehabilitation / return to work processes including work related injuries and Rail Safety Worker medical and vaccination co-ordination including initial appointment setting, and co-ordination of refresher medicals;
- Lead disciplinary and performance management processes, providing excellent IR process advice to ensure compliance;
- Provide support to the Head of HR in relation to succession and capacity planning, including use of in-house talent system, setting new staff up on T@lent ("Success Factors"), updating profiles, producing monthly report etc;
- Manage and support HR Case Officer as required including playing a major role in the recruitment, training, professional development and performance management of the HR Case Officer in alignment with the Keolis Downer Gold Coast (KDGC) values and philosophy;
- Manage the end of employment process including exit interviews, return of Company property and loaned items; report generation including sick / annual leave, file maintenance etc;
- Ad-hoc duties required from time to time as directed by Head of HR; and
- Supporting the Senior Leadership Team in achieving a vibrant and dynamic workplace.

POSITION DESCRIPTION

Competencies Required

- Work as a Rail Safety Worker Category 4 (non-safety critical worker);
- Minimum 3 years HR experience;
- Degree or equivalent qualification desirable;
- Experience in high volume recruitment with psychometric testing experience advantageous.

Profile Requirements

- Enjoy the challenge of a varied workday, ability to multi-task and work autonomously;
- Be highly self-motivated and dynamic, with a positive can-do attitude;
- Have excellent administration, time management and communication skills;
- Able to demonstrate leadership and people management skills;
- Ability to act and behave with integrity and in accordance with KDGC's code of conduct and values at all times and in such manner so as not to bring KDGC into disrepute or disrespect;
- Be fluent in written and spoken English, and legally entitled to live and work in QLD.

All KDGC workers have a responsibility to comply with and implement the Integrated Management System and to participate in processes, systems and procedures for Health, Safety, Quality and Environment (HSQE) that support KDGC business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours;
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KDGC's objectives and targets;
- Comply with and implement, participate in and support the KDGC's continual improvement processes and systems;
- Participate in internal and external audits for continual improvement of KDGC's systems and processes
- Comply with and implement KDGC's systems and processes;
- Attend education, awareness and training provided by KDGC, hold the competencies to perform the role;
- Report all incidents and accidents in accordance with KDGC's incident reporting process;
- Participate in KDGC's injury management process;
- Integrate HSQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the HSQE team to facilitate continual improvement;
- Comply with and implement KDGC's Fit for Work programs and system and attend work – fit for work;
- Comply with and implement the HSQE requirements for human factors identification and assessment; and
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting.