Position description

People and Safety Partner

Position code:	333
Division:	People, Risk and Governance
Location:	Moruya Administration Office
Band/Grade:	Professional/Specialist Band 3, Level 2 – Grade 14-16

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative
We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful
We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit
We nurture and value our relationships, bringing out the best in each other.

We are professional
We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting
We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

The People and Safety Partner acts as a strategic consultant to management, developing and implementing HR strategies that support business goals. This role involves providing strategic HR advice, managing employee relations, identifying training needs, supporting talent acquisition and retention, and ensuring compliance with HR regulations. Additionally, the Partner analyses HR trends, provides quality reporting metrics, and drives HR initiatives and improvements as a change agent.

Main duties and key result areas (KRA):

1. Provide high level advice and support to managers, ensuring sustainable and compliant solutions to personnel issues to mitigate risks associated to personnel issues
   KRA: Accurate, timeliness of advice and feedback from managers and staff regarding human resource and workplace relations advice.
2. Manage and provide advice on various People and Safety processes to support managers, including supporting recruitment, workforce planning, performance management, succession management, training and development and salary systems.
   KRA: Assist in the review and development of policies and programs in line with best practice and through appropriate consultative processes.
3. Contribute to managing and resolving staff grievances and disciplinary matters in accordance with legislation and Council policy and procedures.
   KRA: Ensure advice aligns with Council's policies and procedures.
4. Support the Employment Relations Partner in the development and implementation of organisational design, projects and initiatives aligned to continuous improvement, risk mitigation, transformation and culture change.
   KRA: Develop and implement projects aligned to organisational requirements and the strategic direction of Council based on evaluation and feedback from staff and research and analysis.
5. Develop, implement and review corporate policies and programs to contribute to the development of a high performing and ethical workplace culture.
   KRA: Policies/programs developed in line with organisational objectives and following appropriate consultative processes.
6. Aligned with Council strategy, develop, implement and review human resource initiatives and projects to promote a fair and equitable workplace culture.
   KRA: Project planning, delivery and evaluation are carried out to meet project objectives and finalised within timeframes.
7. Follow EEO and diversity principles and practices.
   KRA: Work practices are compliant with EEO and diversity policies and procedures.

8. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
   KRA: Council's WHS Policy and procedures complied with.

Qualifications/experience (selection criteria)

Essential

1. Relevant qualifications combined with high level knowledge and experience in all or either - human resources, workforce planning, training and development.
2. Proven experience as a HR Business Partner or similar role, with a good knowledge of the *Local Government State Award*, and relevant HR legislation.
3. High level of facilitation skills and demonstrated ability to work collaboratively with managers and staff, utilising effective communication, and influencing skills.
4. Experience and passion for driving positive organisational culture, and continuous improvement programs.
5. Proven ability to manage multiple projects with the ability to work under pressure and meet deadlines.
6. High level of oral and written communication skills with a high level of accuracy and attention to detail.

Desirable

1. Certified in Alternative Dispute Resolution including mediation and/or coaching and change management methodology (E.g. PROSCI, lean change processes).
2. Certificate IV in Training and Assessment, or ability to undertake training.

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Employment Relations Partner
Date:	October 2026

Conditions of employment

Position title:	People and Safety Partner
Grading:	Grade 14-16 of Council's salary system
Salary range:	In the range of $98,519.14 to $120,442.83 gross per annum comprising: • $87,963.52 to $107,538.24 base salary • $10,555.62 to $12,904.59 superannuation (calculated at 12%)
Award:	*Local Government (State) Award 2026*
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Hours of work:	Full time, 70 hours per fortnight. Office hours are: 8:30am to 4:30pm Monday to Friday Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave entitlements:	4 weeks of annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. Upon commencement, employees are credited two weeks of Sick Leave and one week My Leave. On each anniversary of employment, employees will be credited with an additional 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart

