

# Employment Information Package

## Human Resources Business Partner

**Position number:** POS1929

**Enquiries:**

**Name:** Sarah Foley

**Position:** Senior Leader People and Culture

**Phone:** 03 6323 3160

**Email:** sarah.foley@launceston.tas.gov.au

**Application closing date:** 3.00PM SUNDAY 15 FEBRUARY 2026

📍 Town Hall  
18-28 St John Street  
Launceston TAS 7250

✉ PO Box 396  
Launceston  
TAS 7250

☎ 03 6323 3000  
@ contactus@launceston.tas.gov.au  
🌐 launceston.tas.gov.au

 **City of  
LAUNCESTON**



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**Address applications to:**

Senior Leader People and Culture  
City of Launceston  
PO Box 396  
LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





# About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

**Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

## **The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.**

**An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.**

### **Employee benefits offered by the City of Launceston include:**

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances

# Organisational Structure





# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

**At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.**

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

**City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.**

Please read this information carefully, as it will help you with the preparation of your employment application.

**When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

**The online Application for Employment can be [accessed here](#)** (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

## 1. Application received

## 2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

## 3. Interview

## 4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

*All costs covered by City of Launceston*

## 5. Suitability determination and preferred candidate identified

## 6. Letter of Offer



# General conditions of employment

<b>Position title</b>	Human Resources Business Partner
<b>Employment terms</b>	Permanent full time
<b>Working pattern</b>	19 day month
<b>Total remuneration</b>	<p>\$114,391 - \$130,196 per annum*</p> <p><i>*Total remuneration includes superannuation, as detailed below</i></p> <p><b>Base salary</b>    \$99,255 - \$112,968</p>
<b>Superannuation</b>	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)



# Position Description

<b>PF NUMBER:</b>		<b>POS NUMBER:</b>	<b>POS1929</b>
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<b>POSITION TITLE:</b>	<b>Human Resources Business Partner</b>
<b>AWARD CLASSIFICATION:</b>	<b>Grade 6</b>
<b>EMPLOYEE:</b>	
<b>TEAM:</b>	<b>Human Resource Management</b> People, Governance and Safety
<b>REPORTS TO:</b>	<b>Team Leader Human Resources</b>
<b>PREPARED BY:</b>	<b>Nathan Williams</b>
<b>DATE:</b>	

<b>APPROVED BY:</b>	
<b>NAME:</b>	<b>Nathan Williams</b>
<b>POSITION:</b>	<b>Executive Leader Delivery and Performance</b>
<b>SIGNATURE:</b>	<b>20 October 2025</b>

## POSITION PURPOSE (Why does this position exist)

The HR Business Partner works collaboratively with leaders and employees as a trusted advisor and strategic partner to deliver proactive, people-focused solutions that enable the achievement of organisational priorities and goals. The role builds strong, ongoing relationships with leaders and teams, providing tailored HR support that anticipates needs, mitigates risks, and enhances workforce capability.

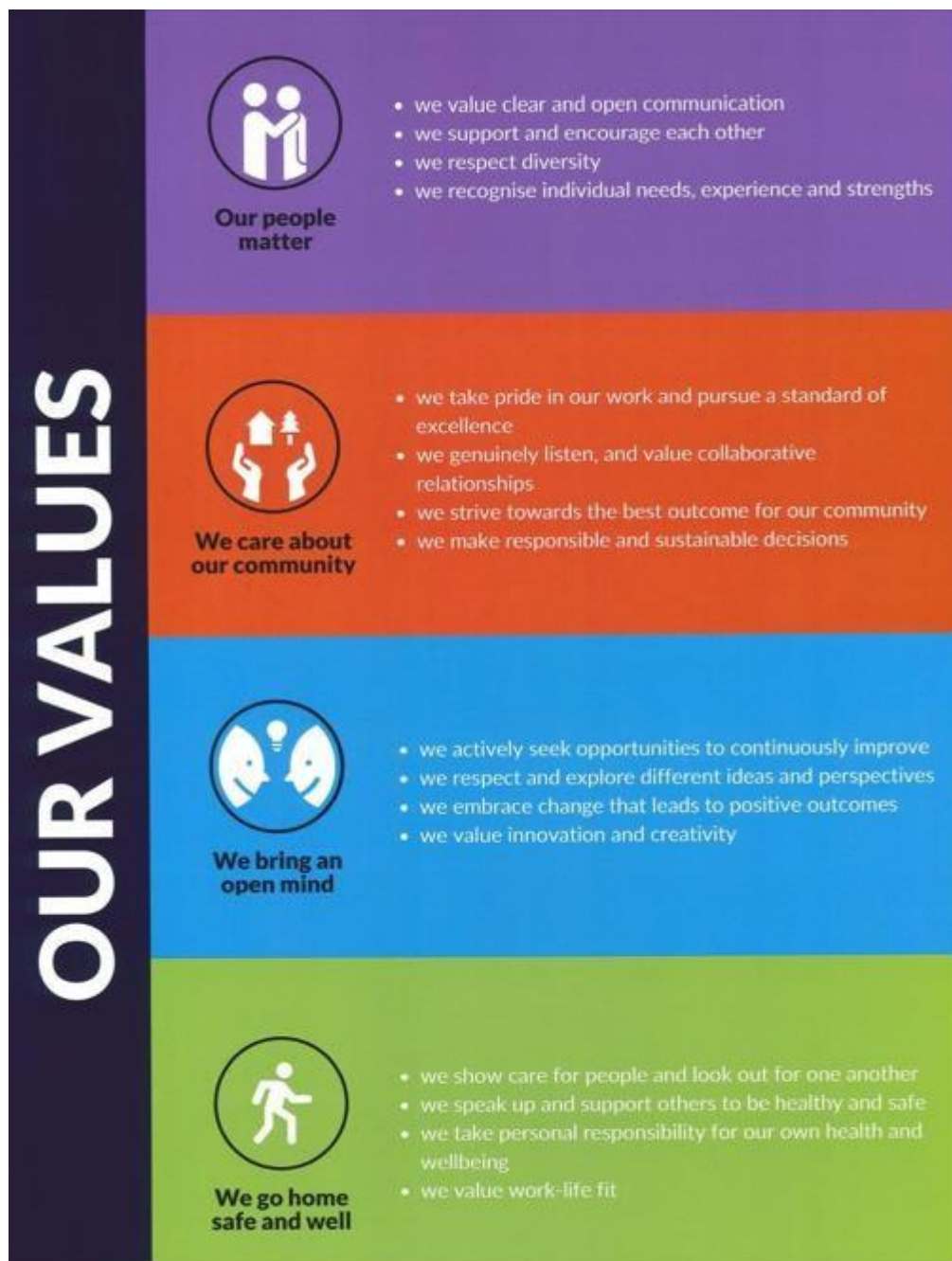
HR Business Partners are allocated to designated portfolios (Big Teams) to provide embedded, tailored support while remaining connected as one HR team to ensure consistency, collaboration, and shared learning across the organisation.

Operating within established frameworks, policies, and procedures, the HR Business Partner applies a flexible approach to meet the unique needs of each portfolio while ensuring compliance and consistency. The role provides professional advice and assistance across all areas of Human Resources - including recruitment and selection, remuneration and benefits, injury management and workers compensation case management, employee and industrial relations, grievances, issue resolution, workplace investigations and performance management - while contributing to strategic workforce planning and organisational change.

The role leads and supports continuous improvement initiatives by contributing to the development and review of HR policies, procedures, systems, and processes. These initiatives aim to support our people, ensure contemporary best-practice HR, deliver efficiency gains, enhance customer service, and maintain compliance with legislation and the Enterprise Agreement.

Leveraging data and insights to inform decisions and measure impact, the HR Business Partner fosters a positive, safe, and high-performing workplace culture while empowering leaders across the organisation to manage their people effectively.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values





Accountabilities	Activities/Tasks include:	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions.  Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback  Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
<b>Technical</b>		
Business Partnering and Advisory Support	Embed within designated teams, maintain regular presence onsite, and build trusted partnerships with leaders and employees.  Partner with leaders to identify workforce needs, challenges, and opportunities.  Provide timely, accurate, and practical advice on people management, employment conditions, and HR policy.  Support the implementation of workforce planning, engagement, and change initiatives.  Coach leaders on effective performance and conduct management practices.  Use HR data and insights to inform decisions.  Support leaders in designing roles and workforce structures that meet operational needs.	Leaders and employees view HR as a proactive and trusted partner.  HR advice is consistent, practical, and valued.  People initiatives are aligned with organisational goals and delivered effectively.  Leaders demonstrate increased confidence and capability in people management.

Accountabilities	Activities/Tasks include:	Success looks like ...
Remuneration and Benefits (including general advice and Position Evaluations)	<p>Provide timely and accurate salaries and wages information to our people via the relevant Enterprise Agreement and/or Award interpretation.</p> <p>Undertake position evaluations for existing and new roles as required, providing timely and accurate evaluations according to City of Launceston practices.</p> <p>Provide Position Evaluation reports to leaders and assist leaders to communicate Position Evaluation outcomes to our people.</p>	<p>Evaluations completed in a timely manner.</p> <p>Reports provided to leaders on completion of evaluations.</p>
Employee Relations	<p>Support resolution of employee relations matters, including grievances, performance, and conduct issues.</p> <p>Ensure compliance with legislation, industrial instruments, and organisational policies.</p> <p>Initiate, coordinate and support workplace investigations, including risk assessment, liaising with all parties, preparing correspondence including formal reports, ensuring legislative compliance and where required, engaging legal support to further manage risk. Support leaders to complete actions identified through investigation report.</p> <p>Assist leaders with performance management approaches that promote a constructive workplace culture.</p> <p>Facilitate constructive exchanges between leaders, employees, and union/employee representatives to ensure discussions meet procedural fairness and organisational values.</p> <p>Maintain accurate employee records and provide audit and reporting support.</p> <p>Seek advice or guidance on employee relations matters from senior members of the HR team or Senior Leader People, Governance and Safety as required.</p>	<p>Employee matters resolved promptly, fairly, and in line with policy, law and Our Values.</p> <p>Investigations and discussions conducted with procedural fairness and completed in a timely manner.</p> <p>Records and reporting are accurate and compliant.</p> <p>Leaders who are confident in HR processes.</p> <p>All parties are kept informed and supported.</p>
Industrial Relations	<p>Provide timely advice on Enterprise Agreements, industrial law, and policies.</p> <p>Assist with EA negotiations and continuous improvement initiatives.</p> <p>Maintain constructive relationships with unions and employee representatives.</p> <p>Support leaders and HR team in managing grievances, disputes, and escalated matters, ensuring procedural fairness and compliance.</p>	<p>Advice is consistent, timely, and compliant with legislation and organisational values.</p> <p>Positive, collaborative relationships with stakeholders.</p> <p>Matters are resolved promptly, fairly, and with minimal risk exposure.</p>



Accountabilities	Activities/Tasks include:	Success looks like ...
	Seek advice or guidance on industrial relations matters from senior members of the HR team or Senior Leader People, Governance and Safety as required.	Processes and outcomes are fair, reasonable, and documented appropriately.
Workers Compensation	<p>Administer claims and maintain accurate records within required timeframes.</p> <p>Liaise with internal stakeholders (e.g., WHS, Payables) and external parties (insurer, rehabilitation providers).</p> <p>Provide timely reporting to WHS Team, Team Leader HR, Senior Leader People Governance and Safety, and leaders.</p> <p>Escalate threshold issues and assist with claims review meetings.</p> <p>Ensure documentation is appropriately recorded in corporate systems.</p>	<p>Claims are administered accurately and on time. Processes comply with legal requirements, organisational policies, and Enterprise Agreements.</p> <p>Reporting is timely and reliable.</p> <p>Employees and leaders experience fair, consistent, and values-aligned outcomes.</p>
Injury Management and Rehabilitation	<p>Coordinate rehabilitation for workers' compensation and non-compensation cases, including Return to Work plans.</p> <p>Liaise with insurers and external rehabilitation providers.</p> <p>Monitor rehabilitation progress, escalate issues, and support leaders throughout the process.</p> <p>Ensure processes comply with legal requirements and organisational policies.</p>	<p>Timely and effective return-to-work outcomes.</p> <p>Leaders and employees feel supported and confident in the process.</p> <p>Practices are fair, consistent, and aligned with organisational values.</p>
Recruitment and Onboarding	<p>Collaborate with the Recruitment Officer to plan and deliver proactive recruitment strategies.</p> <p>When required, coordinate end-to-end recruitment processes, including advertising, selection, and appointment.</p> <p>Support leaders to deliver an effective onboarding experience that integrates new employees into the organisation.</p>	<p>Recruitment processes are strategic, efficient, equitable, and attract high-quality candidates.</p> <p>Onboarding supports engagement and retention.</p>
Performance and Development	<p>Support leaders and employees to prepare for and facilitate Performance Development Discussions.</p> <p>Promote tools and frameworks that build capability and career development.</p> <p>Coach leaders on effective performance management approaches and constructive feedback.</p>	<p>Performance and development processes are embedded and supported by leaders.</p> <p>Annual Performance and Development Discussions are completed to a high standard across all teams.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	Work with leaders to identify trends or gaps in performance and capability through PDD outcomes and workforce data.	<p>Employees understand expectations and opportunities for growth.</p> <p>Leaders demonstrate confidence in managing performance and development.</p>
Continuous Improvement	<p>Contribute to reviews of HR policies, systems, and processes to improve efficiency and accessibility.</p> <p>Identify opportunities to enhance HR service delivery and employee experience.</p> <p>Support the implementation of HR projects and change initiatives.</p>	<p>HR processes are efficient, user-friendly, and continuously improving.</p> <p>Projects and change initiatives deliver measurable outcomes.</p>
HRIS and Reporting	<p>Maintain accurate and confidential HR data in the HRIS and ensure records are up to date.</p> <p>Use HRIS and reporting tools to gather, analyse, and interpret workforce data to identify trends, risks, and opportunities.</p> <p>Provide timely and accurate HR reports (e.g., leave, workers' compensation, employee matters) to support decision-making.</p> <p>Recommend and implement process improvements to enhance efficiency and data integrity.</p>	<p>HR data is accurate, current, and secure.</p> <p>Reporting is timely, reliable, and informs strategic decisions.</p> <p>Insights from data drive and measure HR initiatives and improvements.</p>
HR Team Collaboration & Continuous Improvement	<p>Work collaboratively with other HR Business Partners, the HR Team and the broader People, Governance and Safety team to ensure consistency in advice, compliance, and service delivery.</p> <p>Contribute to the HR Team Plan and continuous improvement initiatives by leading or supporting policy and procedure development, process improvements, and shared projects</p> <p>Support organisational change initiatives to ensure smooth implementation and engagement.</p> <p>Support team members during periods of leave or high workload to maintain service continuity.</p> <p>Participate in regular team meetings, knowledge sharing, and calibration sessions to align practices and mitigate risk.</p> <p>Promote a culture of collaboration and innovation within the HR team.</p>	<p>Consistent, high-quality HR advice and service across all portfolios.</p> <p>Continuous improvement initiatives delivered effectively.</p> <p>Team resilience maintained during peak periods or absences.</p> <p>Strong collaboration and knowledge sharing evident within the HR team.</p>



Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Participate in rotation across portfolios to broaden organisational understanding, reduce silos, and build capability.</p> <p>Engage in capability-building activities, including mentoring, peer learning, and development opportunities to strengthen strategic HR skills.</p>	
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p>	
<b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

#### WORKING WITH VULNERABLE PEOPLE CHECK

	<b>No</b>
Working with Vulnerable People Check required?	
<i>If yes, include in Selection Criteria table below</i>	

#### SELECTION CRITERIA

##### POSITION REQUIREMENTS/COMPETENCIES

##### Organisational

- Community Focussed: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives

<ul style="list-style-type: none"> <li>Safety Focussed: takes responsibility for own and team's health, well-being and self-care</li> </ul>
<b>Position Specific</b>
<ul style="list-style-type: none"> <li>Business Partnering: Builds trusted relationships with leaders to deliver proactive, solutions-focused HR support.</li> </ul>
<ul style="list-style-type: none"> <li>Technical HR Knowledge: Demonstrates sound understanding of HR policy, employment law, and people management practices.</li> </ul>
<ul style="list-style-type: none"> <li>Communication and Influence: Communicates effectively with clarity, empathy, and professionalism.</li> </ul>
<ul style="list-style-type: none"> <li>Analytical and Planning Skills: Uses data and insight to inform HR decisions and workforce planning.</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>
<ul style="list-style-type: none"> <li>Tertiary qualification in Human Resources, Business, or related discipline, or substantial relevant experience with the desire to undertake formal study.</li> </ul>
<ul style="list-style-type: none"> <li>3+ years demonstrated experience providing advice on HR or people-related matters in a complex environment.</li> </ul>

REPORTING STRUCTURE	
<b>Leader</b>	<b>Team Leader Human Resources</b>
<b>Direct Reports</b>	<b>Nil</b>

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Leaders and Supervisors	Business Partner
Delivery and Performance (particularly Finance, IT, Legal, and People Governance and Safety)	Collaborator
Employees	Supporter/Advisor
External	Nature of Relationships
Unions and Employee Representatives	Contact for Employment Matters
Recruitment Providers	Liaison
Legal advisor	
Workers Compensation Insurer and Rehabilitation Providers	
External Investigators	

DELEGATIONS & AUTHORISATIONS
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(Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$ 0.00

## Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
<p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"><li>• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;</li><li>• Seeks feedback broadly and asks others for help with own development areas; and</li><li>• Translates feedback into an opportunity to develop.</li></ul>

