

Role Description

Role title:	Classification:
Human Resources Business Partner	ASO5
Division/Business unit:	Reports to:
People and Performance / Human Resources, Wellbeing and Safety	Manager, HR Business Partnership

Role purpose:

The Human Resources Business Partner is a role within People and Performance and is accountable to the Manager, HR Business Partnership for:

- providing an advisory and consultancy service on a range of human resources matters, policies, practices and procedures to leaders and staff that support the delivery of people management initiatives, projects, and reporting activities.
- the equitable and consistent development and application of human resource management practices across the Department.
- developing and maintaining effective relationships with internal and external stakeholders.

Key outcomes and accountabilities:

1. Provide a confidential, effective, and timely human resource management advisory and consultancy service in accordance with the relevant legislation, regulations, government policies and standards.
2. Contribute to the delivery of effective human resource management policies and procedures by initiating their development and implementation including training, monitoring, and evaluating outcomes, either as an individual or as a part of a team.
3. Coach leaders and staff and foster a strong sense of professionalism and ongoing development with an emphasis on quality delivery of results to ensure optimal service delivery.
4. Establish and maintain effective stakeholder relationships, facilitating collaboration, consultation, influencing, negotiation, partnerships and contribution of ideas.
5. Source and compile a range of human resources information and prepare advice in the form of briefings and reports for a variety of stakeholders to inform effective decision making.
6. Identify and analyse emerging issues, trends, statistics and information relating to employee life cycle activities and preparing reports and information for leaders.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

Key Relationships/Interactions:

- Manager, Human Resources Business Partnership (direct manager)
- Human Resources, Wellbeing & Safety directorate
- Finance and Business Services directorate
- Departmental staff particularly those in relevant business partnership area
- Executives and senior managers
- Relevant government agencies
- Employee representatives and Unions

Budget/Delegations:

No budget or delegation accountabilities for this role.

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Take action and provide services that are inclusive of Aboriginal people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability, as well as engaging in learning about other cultures and diverse communities to better establish relationships and improve services.

Role specific capabilities: (Skills, experience, knowledge, attributes)

1. **Human Resources Experience** – Experience in human resources, organisational development, or employee relations, including providing strategic and operational advice to leaders and staff on a range of human resources matters.
2. **Building partnerships** – Excellent communication and interpersonal skills, and ability to build credibility and maintain trusting and collaborative relationships with internal and external stakeholders.
3. **Conflict Resolution** – Ability to clarify situations, act impartially and use influence, negotiation, and persuasion to effectively mediate conflict and devise workable solutions.
4. **Analyse and Report** – Ability to collate information from a variety of sources, analyse, make recommendations and prepare reports for relevant stakeholders that inform decision making.
5. **Legislative knowledge** – Knowledge of relevant Acts, legislation and industrial instruments that govern human resources and industrial relations within State Government agencies.

Qualifications:

Desirable: Qualification, or working towards a qualification in human resources, business administration, employment law or other relevant field.

Key leadership competencies and expected behaviours at this classification:**Supports and implements strategic direction**

- ☒ Understands the big picture and contributes to the development of strategic direction for the BU.
- ☐ Assumes ownership of team goals and business objectives.
- ☒ Works with a whole-of-government mindset and aligns objectives with organisational priorities.
- ☒ Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty.
- ☐ Identifies and analyses complex problems relating to the team's work objectives.

Achieves and monitors own results

- ☐ Delivers results and improvements to meet team objectives.
- ☒ Evaluates existing systems and resources, and identifies opportunities for development and improvement.
- ☐ Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations.
- ☒ Abides by the laws, regulations and policies determining team and individual role activities.
- ☒ Holds self and others accountable for reaching team outcomes, and escalates issues where necessary.
- ☒ Monitors team/project performance and seeks feedback to guide improvements.
- ☒ Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.

Enhances service delivery excellence

- ☒ Adds value to the BU by setting, reaching and encouraging high performance standards.
- ☒ Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business.
- ☐ Provides others with ongoing feedback and coaching for development.
- ☒ Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards.
- ☒ Embeds a strong customer service ethos by understanding needs.
- ☐ Effectively manages resources to meet competing and complex demands.

Cultivates productive working relationships

- ☒ Seeks to understand the perspectives of others and the implication in the wider public sector.
- ☒ Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon
- ☒ Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds.
- ☒ Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes.
- ☒ Engages in strategic relationships with internal and external stakeholders.
- ☒ Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly

Exhibits personal drive and professionalism

- ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- ☒ Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes.
- ☒ Adapts effectively to changing priorities and work demands, responding in a controlled manner.
- ☒ Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others.
- ☒ Promotes a culture that values respect and diversity within the team, and models this in all interactions.
- ☒ Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:

Assessed by: Marie Shagar, Manager, HR Business Partnership

M Shagar

Date: May 2023

Approved by: Nicole Deacon, Director, HR, Wellbeing and Safety

Date: May 2023