

## ROLE DESCRIPTION

1. POSITION DETAILS	
<b>Position Title:</b>	<b>Human Resources Business Partner</b>
<b>Branch/Unit:</b>	Corporate Services
<b>Reports To:</b>	Principal Human Resources Business Partner
<b>Classification Level:</b>	ASO 5
<b>Date Approved:</b>	March 2026
<b>Review Date:</b>	March 2029
2. POSITION CONTEXT	
<b>Organisational Overview</b>	<p>The Teachers Registration Board (the TRB) is established under the <i>Teachers Registration and Standards Act 2004</i> (the Act) and the <i>Teachers Registration and Standards Regulations 2021</i> to regulate the teaching profession. The object of the Act is, in the public interest, to maintain a teacher registration system and professional standards for teachers to ensure its members are competent, fit and proper to have the care of children.</p> <p>The TRB is an independent statutory authority, with a dynamic, integrated operating environment of approximately 40 staff, with flexible leadership and a practical focus on day-to-day implementation, where advancing teacher suitability requires both a cross-agency and team approach.</p> <p>The TRB employs its own staff and is a public sector agency under the <i>Public Sector Act 2009</i>. The <i>South Australian Public Sector Salaried Employees Interim Award</i> and the <i>South Australian Public Sector Enterprise Agreement: Salaried 2021</i> governs the employment conditions of the Board.</p> <p>The TRB has entered into an Administrative Agreement with the Commissioner for Public Sector Employment (the Commissioner) and complies with the Commissioner's Determinations, Guidelines and the <i>Code of Ethics for the South Australian Public Sector</i>. The TRB adheres to Work Health and Safety requirements, equal opportunity principles and public sector principles. The TRB are committed to creating a diverse workgroup.</p> <p>The TRB will uphold public sector values through its decisions, actions and interactions. In addition, we are committed to our values:</p> <ul style="list-style-type: none"> <li>• Respect: We embrace diversity and treat everyone with dignity.</li> <li>• Integrity: We act honestly, fairly and ethically in all our dealings.</li> <li>• Professionalism: We lead by example and demonstrate best practice.</li> <li>• Accountability: We act lawfully, transparently and responsibly.</li> </ul> <p>The TRB makes decisions that comply with legislation, are ethical and are consistent with approved policy and procedure. The TRB is a self-funded statutory authority where financial planning, management and accountability of Teacher registration fees enables delivery of a broad range of agency functions.</p> <p>In undertaking its functions, the TRB has the welfare and best interests of children as its paramount consideration.</p>

<b>3. ROLE AND RELATIONSHIPS</b>	
<b>Role Summary</b>	<p>The Human Resources Business Partner (HRBP) works collaboratively as part of the Corporate Services team to deliver Human Resources (HR) and Work Health and Safety (WHS) related priorities across the TRB, delivering end-to-end employee life cycle human resources support and assisting in the coordination and implementation of HR policies, procedures and initiatives.</p> <p>The HRBP is accountable to the Principal HR Business Partner for:</p> <ul style="list-style-type: none"> <li>• Facilitating operational processes and practices, providing timely expert advice relating to workforce planning, including job design, job analysis, advertising and recruitment and selection administration, onboarding, payroll, WHS and other HR administration.</li> <li>• Contributing to the discovery and implementation of key initiatives and continuous improvements in alignment with the TRB values. Key to success is to build and maintain strong stakeholder relations with the agency to ensure operational service excellence outcomes are achieved.</li> <li>• Maintaining effective HR related procedures and systems to ensure the TRB meets whole-of-government and agency standards, legislative and best practice requirements.</li> <li>• Developing effective working relationships with senior leaders and staff across the TRB, exhibiting flexibility, sharing knowledge and contributing to goals.</li> </ul>
<b>Reporting/ Working Relationships</b>	<ul style="list-style-type: none"> <li>• Reports to the Principal HR Business Partner and also works closely with the Manager Corporate Services.</li> <li>• Liaises with, and provides information to external stakeholders, including Shared Services SA (SSSA), other government agencies and HR networks.</li> <li>• Participates as a member of the Corporate Services team and works collaboratively with staff across the TRB as required.</li> </ul>
<b>Line Management Responsibility</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Out of hours work may be required.</li> <li>• Successful applicant will be required to complete or provide evidence of a current Working with Children Check (WWCC), and a Nationally Coordinated Criminal History Check (NCCHC), the results of which the TRB finds satisfactory prior to being employed. A satisfactory screening will also be required to be provided every five years while employed with the TRB.</li> <li>• Participate in an annual performance review and development for the achievement of performance targets that are negotiated and mutually agreed with the line manager.</li> <li>• Actively participate in all mandatory training requirements.</li> <li>• Conflicts of interest must be raised at the earliest opportunity.</li> <li>• Compliance with Government legislation, <i>Code of Ethics for the South Australian Public Sector</i>, <i>State Records Act 1997</i>, TRB policies and procedures, WHS and injury management, and the access/equity/diversity strategies of the public sector.</li> </ul>
<b>4. PRIMARY OUTCOMES AND ACCOUNTABILITIES</b>	
<b>KEY RESPONSIBILITIES</b>	<b>RELATED TASKS</b>
<b>Delivery of proactive and operational services and</b>	Provide operational HR services across the TRB to ensure the achievement of business goals by:

<p><b>support in HR management, planning and implementation.</b></p>	<ul style="list-style-type: none"> <li>• Planning, coordinating and delivering a range of operational activities which contribute to the effective and responsive provision of HR &amp; WHS services for the TRB including workforce planning, recruitment and retention, selection, staff induction and exit, payroll, performance development, classification, contract management, Working from Home arrangements, WHS injury management and change management.</li> <li>• Working closely with managers to develop, maintain, coordinate, and support all aspects of recruitment.</li> <li>• Facilitating workforce planning activities, including additional duties, extensions and conversions to ongoing, ensuring compliance with policies and budget parameters.</li> <li>• Delivery of HR operational requests relating to job design, job analysis, and position management, including the classification and reclassification of roles.</li> <li>• Liaising with SSSA staff and maintaining employee records in Chris 21 by ensuring data accuracy and supporting HR processes such as payroll and reporting, including through the use of Smart forms.</li> <li>• Liaising with the Office of the Commissioner for Public Sector Employment (OCPSE) to keep abreast on HR systems accessed that are supplied and supported by OCPSE.</li> <li>• Following up on reported workplace incidents, hazards or injuries recorded in the GovSafety system, ensuring appropriate documentation, resolution and compliance with WHS legislation and policies and procedures.</li> <li>• Provide input and analysis of workforce statistics and key performance indicators (KPIs) relevant to the TRB.</li> </ul>
<p><b>HR consultancy and advice</b></p>	<p>Provide operational HR advice to leaders and staff across the TRB by:</p> <ul style="list-style-type: none"> <li>• Delivering HR advice and expertise to TRB on workforce matters in line with agency policies and procedures and SA Public Sector industrial instruments, determinations and legislation.</li> <li>• Offering high quality HR customer service, establishing and maintaining effective relationships to identify needs and achieving outcomes within agreed timeframes.</li> <li>• Building knowledge capacity across the TRB through the provision of information and training to senior leaders and staff on areas including contemporary, accountable people management matters, legislative compliance requirements and industrial regulations and contributing to the provision of accurate and relevant information.</li> <li>• Providing HR support in relation to restructures and reorganisations.</li> <li>• Collaborating with impacted staff, TRB management other relevant agencies with respect to the management of work injured employees and excess and unplaced workers.</li> </ul>
<p><b>Continuous improvement</b></p>	<p>Facilitating continuous improvement across the HR function through:</p> <ul style="list-style-type: none"> <li>• Working in partnership with the Principal HR Business Partner, Manager, Corporate Services, senior leaders, staff and stakeholders to contribute to, and implement HR &amp; WHS initiatives and process improvement to enable effective and responsive service delivery.</li> <li>• Develop communication tools and resources that support leaders and staff to implement efficient HR processes.</li> <li>• Participating in the development and application of TRB policies and procedures.</li> </ul>

<p><b>Organisational contribution</b></p>	<ul style="list-style-type: none"> <li>• Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries and identifying and implementing procedures to manage and minimise WHS risks for the TRB.</li> <li>• Maintain confidential and up-to-date employee information in TRB's records</li> <li>• Operating within TRB workforce policies and procedures which lead to a standardised, best practice system of HR service provision across the TRB.</li> <li>• Maintaining a commitment to EEO, Diversity, Ethical Conduct and the legislative requirements of the <i>Public Sector Act 2009</i> (PS Act) and <i>Work Health and Safety Act 2012</i>.</li> </ul>
<p><b>5. ESSENTIAL MINIMUM REQUIREMENTS</b></p>	
<p><b>Communication and Interpersonal Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated high level interpersonal skills, including written and verbal communication skills with a proven ability in providing HR advice and consultation services across a complex work environment, to negotiate, develop, sustain and liaise effectively at a range of levels.</li> <li>• Demonstrated experience developing and maintaining professional working relationships with key internal and external workforce related stakeholders, to ensure a coordinated approach to workforce management and service operations.</li> <li>• Demonstrated experience and skills in dealing with sensitive and complex human resource issues, maintaining confidentiality appropriately and as expected of a professional HR Practitioner.</li> <li>• Model PS Act public sector principles and practices, ethical decision making and commitment to WHS principles and equity / diversity strategies.</li> </ul>
<p><b>Organisational Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated ability to determine priorities in a changing environment, meet tight deadlines and produce a high standard of work under limited direction and under pressure.</li> <li>• Proven attention to detail, strong analytical skills, sound judgement and initiative in developing and implementing effective solutions or process improvements.</li> </ul>
<p><b>Technical Skills</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of legislation, determinations, awards, enterprise agreements, policies, procedures and contemporary HR activities and principles and practices (including emerging trends) and their application within the SA Public Sector.</li> <li>• Knowledge of WHS principles and administration and championing health and safety.</li> <li>• Well-developed experience in the use of human resources systems, payroll systems, payroll reporting and reconciliations.</li> <li>• Proven experience in delivering customer-centric human resource advisory services.</li> <li>• Experience in developing and providing a wide range of human resource support functions, including policies, procedures and forms and the preparation of human resource reports.</li> <li>• Proven ability to coordinate and deliver HR related activities, including the design, implementation and management of specific projects and being adaptable to respond within a demanding and changing context.</li> <li>• Experience in the use of CHRIS21 and HR21 payroll systems as well as Microsoft Office applications (particularly Excel, Word and Teams).</li> </ul>


<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Proven ability promoting continuous improvement by identifying opportunities, implementing solutions and driving change using data-driven insights and stakeholder feedback to improve service delivery.</li> </ul>
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**6. DESIRABLE CHARACTERISTICS**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate / diploma level qualification in Human Resources Management or a related field.</li> </ul>
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<b>Attributes/Experience</b>	<ul style="list-style-type: none"> <li>• Experience in providing a wide range of administrative, HR, and business support functions.</li> <li>• Experience in the use of records management systems.</li> <li>• Understanding of the role of the TRB as a statutory authority of the state of South Australia.</li> </ul>
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**7. Delegates Approval**

<b>APPROVED BY:</b>	Sue-Ann Charlton, Registrar	Date: 24/03/2026	Signature: 
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