

Role Description



Government
of South Australia

SA Housing Trust

Role title	Human Resources Business Partner (HRBP)		
Directorate	People and Strategy		
Business unit	People, Culture and Resilience		
Reports to	Lead Human Resources Business Partner	Classification	ASO6

Role Summary

The Human Resources Business Partner is accountable for the delivery of high-level human resource management advice and services to specific work units within the department that result in improved workforce relations and management of policies, practices and systems. It is a key contributor to equitable, consistent application and development of human resources management practices across the Trust.

The role is also responsible for providing relevant training and coaching to staff on human resource management and service delivery, as well as conducting and/or coordinating human resource management projects, and proactively contributing to workforce relations policy development and implementation.

Our Organisation

We are a modern, professional, effective, and high performing organisation that is a leader in customer service, innovation and partnerships within the housing, finance and services sectors.

We have dedicated staff who are proud of the difference our organisation makes and passionate about improving housing opportunities and outcomes, through several metropolitan and country locations around South Australia.

Our employment practices value **diversity and inclusion** and we welcome employees with a mix of background, characteristics, experiences, professional skills and perspectives.

Our Division

The People and Strategy Directorate is responsible for defining the long-term strategy for the SA Housing Trust. Strategic planning will be informed utilising multiple appropriate data sets to identify and close gaps within the housing system.

The Directorate supports the Trust to transform to the future desired state through the creation of appropriate business plans, systems and enabling ICT infrastructure and progress reporting. To drive strategic change, the Directorate has key responsibility for business analytics, system strategy, critical project management, change management, communications and people plans.

Recognising our greatest assets are our people, the Directorate will work collectively to integrate actions and activities to enabling a culture of excellence by leading strategies for organisational design, staff engagement, performance, development, well-being and safety.

Primary outcomes and responsibilities

Provide a confidential, effective and timely human resource management advisory and consultancy service in accordance with the relevant legislation, regulations, government policies and standards on a broad range of activities.

Lead HR related reviews including organisational reviews and restructures and providing leadership in Human Resource change management.

Provide job design advice and improve and implement workforce strategies in accordance with the future directions of the Trust.

Provide high level human resources and industrial advice to management and staff, and directly liaise with the Trust's legal services or Crown Law and employee representative bodies in relation to issues of concern.

Develop and deliver training for leaders and staff regarding Human Resource issues and operations.

Develop service delivery models and process improvements to deliver highly effective human resource consultancy services.

Investigate breaches of inappropriate behaviour and represent the Trust at disciplinary hearings and tribunal matters.

Represent the Trust on grievance review panels.

Scope, design, implement and evaluate human resource projects with timeframes and allocated budget.

Actively contribute to the development and improvement of systems to facilitate best practice processes that underpin the Trust's Human Resource policies and procedures.

Research and provide contemporary information on strategic Human Resource project areas and trends in Human Resource strategies.

Develop and maintain effective relationship with stakeholders and clients across the Trust.

Build effective networks and partnerships with internal and external stakeholders.

Coach individual team members to build improved performance.

Promote and add value to the People and Strategy Directorate by maintaining professionalism and a commitment to a client focused service delivery.

Corporate responsibilities

Support and advocate Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.

Model ethical behaviour and practises consistent with SA Government Code of Ethics for Public Sector Employees.

Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Understand and follow safe work practices, identify and report all hazards, take reasonable care of own safety and that of others and contribute to safety and wellbeing improvement.

As a White Ribbon Accredited workplace, SA Housing Trust has a zero tolerance towards violence in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Housing Trust regarding acceptable workplace behaviour.

A genuine commitment to Reconciliation and achieving the actions set out in our Reconciliation Action Plan and to creating an environment that is inclusive, respectful, free from racism and culturally safe.

Special conditions

Successful applicant will be required to satisfactorily complete a National Police Clearance prior to being employed.

Some out of hours work and intra/interstate travel may be required.

Working relationships

Lead Human Resources Business Partner (direct manager)

Manager, HR Strategy

HR, HSW and OD Teams

Executive and senior managers

SA Housing Trust staff particularly those in relevant account area

Relevant government agencies

Employee representatives and unions

Selection criteria (knowledge, skills, aptitude and experience)

Demonstrated understanding of change processes and implements strategies to assist in the effective implementation of change and the achievement of outcomes.

Experience in the development of new policies and procedures and provision of direction and technical advice on changes to existing policy/procedures.

Demonstrated research and analytical skills.

Skills in conflict resolution and ability to clarify situations, act impartially and use influence, negotiate and persuade to effectively mediate the conflict and devise a workable solution.

Demonstrated experience in dealing with the Acts, legislation and industrial instruments that govern human resources and industrial relations within State Government agencies.

Qualifications

Essential or desirable

Not Applicable

South Australian Public Sector Values

Service  We proudly serve the community and Government of South Australia	Professionalism  We strive for excellence	Trust  We have confidence in the ability of others	Respect  We value every individual
Sustainability  We work to get the best results for the current and future generation of South Australians	Collaboration & Engagement  We create solutions together	Honest & Integrity  We act truthfully, consistently and fairly	Courage & Tenacity  We never give up

Approved date	N Tuffnell, 31 March 2025
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