



ASO4 Assistant Human Resources Business Partner HR Operations and Partnering Branch People, Culture and Wellbeing Service

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

SAPOL's People, Culture and Wellbeing service provides a holistic approach to the future development of our people and the organisation. Through strategic leadership and direction, People, Culture and Wellbeing will ensure our employees are skilled and supported to deliver a more efficient and effective service to the community. This will be achieved by increasing support to the frontline, ensuring the right people are in the right roles, developing talent pools and pipelines, delivering programs and strategies to foster highly effective leaders as well as providing collaborative business partnerships. Recognising that the capability of our workforce is dependent on the physical and mental health of all its members, People Culture and Wellbeing will deliver programs which provide an all-inclusive approach and promote every aspect of health and wellbeing.

The HR Business Partnering Section provides strategic and operational people support to SAPOL leaders, aligning workforce initiatives with organisational priorities. HR Business Partnering delivers expert advice across workforce planning, employee relations, organisational change, case management and leadership capability.

Service

Integrity

Leadership

Collaboration

Courage

Respect



The Assistant Human Resources Business Partner (HRBP) is accountable to the Lead HRBP for the provision of high level, confidential human resource advice and support to key stakeholders within SAPOL. The role will deliver quality client focussed human resources business partnering activities to drive a highly productive and successful workforce. The Assistant HRBP will contribute to developing HR policies and procedures and undertake projects related to the HR discipline. This role will also partner with the business to educate, provide sound advice to key stakeholders to deliver human resources advisory and consultancy.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD
Qualifications	N/A.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL’s iEngage program.

Reporting / Working Relationships

The Assistant HR Business Partner reports to the Lead HR Business Partner on a day-to-day basis and is accountable to the Manager, HR Business Partnering. The position works in collaboration with HR Business Partners, HR Operations and Partnering Branch members and across the People, Culture and Wellbeing Service to provide HR Business Partnering services to SAPOL’s line managers, senior and executive leaders.

KEY OUTCOMES

- Provide confidential, effective, and timely human resources advisory and consultancy services in accordance with legislation, regulations, government policies and standards.
- Work efficiently in a fast-paced environment with competing demands, using high level organisational skills and the ability to multi-task while balancing current priorities and future business needs.
- Contribute to the development of documents such as briefing papers, consultation documents and/or letters associated with a change management process
- Provide effective advice and support across classification assessments, job design/redesign, position management, recruitment and onboarding, grievance management and case management for leaders and their teams.
- Undertake HR support services including records management, developing HR correspondence and preparing project documentation to support the HR Business Partnering team.
- Maintain strong communication and working relationships with Business Units, SAPOL staff, and internal/external stakeholders across public and private sector agencies.
- Contribute to the efficient and relevant data insights and reporting using sound analytical and research skills, including managing spreadsheets and databases for record keeping.
- Coordinate and support the implementation of Business Unit HR practices, ensuring strategies are fit for purpose with a focus on innovation and process improvement.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Ability to deliver a high standard of advice specific to the HR discipline which is customer centric in supporting internal and external stakeholders, in particular to clients who may have sensitive and confidential requirements whilst deploying effective interpersonal skills.
- Well-developed communication skills, including the ability to liaise effectively at all levels, listen to staff, service providers and customers, resolve conflict, contribute to successful and positive negotiations, and formulate solutions to problems.
- Experienced in managing stakeholders with sensitive and confidential requirements whilst deploying effective interpersonal skills.
- Demonstrated high degree of organisational and time management skills.
- Demonstrated ability to work under limited direction, independently or as part of a team, identify specific or desired performance outcomes, plan and coordinate activities, use initiative and judgment and set priorities to achieve objectives within deadlines.
- Ability to research, interpret and articulate HR instruments, Acts, Regulations and Guidelines.
- Possess a high level of personal integrity and credibility and maintains confidentiality at all times.
- Demonstrated ability to work effectively in a team environment and achieve agreed objectives.
- Demonstrated ability to utilise HR systems and analyse workforce
- General understanding of change management HR principles and methodologies

Desirable Characteristics

- Completion of tertiary qualifications in Human Resources, Psychology, Business or related discipline.
- Demonstrated ability to cope with conflict and negotiate suitable outcomes.
- Demonstrated ability to develop and implement program of works and projects.
- Demonstrated skills in researching, analysing and reporting on data and insights.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.