

Job Profile

Position: Senior HR Business Partner

Division: People and Culture

Remuneration: ASO6

THE ORGANISATION

The Courts Administration Authority (CAA) is constituted by the *Courts Administration Act 1993*. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

THE DIVISION

The People and Culture Division delivers strategic and operational Human Resources services aligned with the strategic and business objectives of the CAA. It provides governance for all legislation and policy pertaining to employment of public officers.

The Division provides solutions relating to organisational development; learning and development; HR advisory and consultancy; employee and industrial relations management; workplace health and safety, injury management and rehabilitation services, and payroll services.

THE ROLE

The Senior HR Business Partner is accountable for providing high level and expert consultancy services to executive and managers regarding all aspects of human resource management, human resource development and employee relations.

The incumbent will be responsible for establishing productive working relationships and will work in partnership with designated groups and assist in the resolution of complex and sensitive operational HR issues.

The Business Partner works with limited direction, exercises judgement and decision making in the delivery of a broad range of human resource management services which target current and future organisational needs.

KEY RELATIONSHIPS

Reports to the Manager, Human Resources

This position maintains key working relationships with:

- People and Culture Team
- CAA managers and other employees

KEY ACCOUNTABILITIES / RESPONSIBILITIES

The Senior HR Business Partner is required to undertake a wide range of activities which may include all or any of the following:

HR Consultancy Services

- Provide expert human resources advice and influence Executives and managers on a broad range of HR matters, including but not limited to management of workplace change, performance management, job design and classification assessment, disciplinary processes, investigations and management practices.
- Recommend strategies on a diverse range of complex and sensitive matters which will include preparation of concise written reports containing sound recommendations.
- Provide a specialist employee relations advisory function to support Executives and managers, including the sensitive and appropriate management and resolution of conflict, under-performance, misconduct, grievances, complaints and investigations.
- Liaise, consult, and negotiate with key stakeholders involved in the case management of critical, complex, and sensitive cases.
- Contribute to the effective management of excess workers and the management of work injured employees in conjunction with Return to Work Consultants.
- Provide expert advice, assistance and support to managers including discussions with employee associations, staff and work site representatives.
- Encouraging a culture of positive employee relations, as well as supporting managers in resolving complex and sensitive matters.
- Participating in the provision of information and training to managers and staff on contemporary, accountable people management issues, legislative compliance requirements and industrial regulations.

Relationship Building

- Facilitate and develop a client focussed business partnership approach to the delivery of HR consultancy and advice services.
- Establish strong productive working relationships with stakeholders and manage expectations through effective communication and flow of information.
- Represent the Courts Administration Authorities goals and objectives in cross-government committees, working parties and forums.

SELECTION CRITERIA

Essential

- Significant experience in providing expert advice to senior management and managers on a range of Human Resource matters, including representing the organisation during complex employee relations processes.
- Specialist knowledge and understanding of legislation, policies, principles and practices relating to human resource management in the public sector and applying them successfully to deliver business outcomes.
- Proven experience in undertaking research and investigations and providing reports/submissions with appropriate recommendations, which demonstrate high level research and analytical skills and the ability to apply logical thinking to resolve complex problems and provide innovative and effective solutions.
- High level of verbal and written communication skills that enable effective communication with a broad range of people, including presenting information to management groups, and establishing and maintaining sound working relationships with senior management and staff.
- Well-developed negotiation skills with a demonstrated capacity to deal with complex and sensitive issues with tact, diplomacy and consistency and maintain a high level of confidentiality.
- Proven ability to analyse and solve complex situations and problems and apply practical people management and solutions to achieve business outcomes.

Qualification

- Tertiary qualification in Human Resource Management, or other relevant discipline is desirable.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- Appointment is dependent upon a current National Police Certificate that the CAA finds satisfactory.
- As a justice agency, the CAA may receive details of spent convictions as part of any Criminal History Screening and use this information in the selection process.