

Job and Person Specification

Title of Role:	HR Business Partner	Remuneration Level:	ASO6
Business Unit:	Human Resources	Type of Appointment:	
Division:	Finance, People, Performance	Position Number:	

Approval

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Delegate *Date*

Primary Purpose

The HR Business Partner works in partnership with a portfolio of Business Units, providing expert advice, support and coaching at both the operational and strategic level across a range of HR functions including, workforce planning, performance management, change management and transition, employee engagement and wellbeing, recruitment and retention. The HR Business Partner undertakes work of a sensitive and complex nature, often with multiple and inter-related considerations. The role identifies trends and opportunities for continual improvement of HR practices, processes and approaches in collaboration with Business Units, and the broader HR team.

Reporting Relationships

- Reports to the Manager Workforce Strategy
- Mentoring and support on complex matters is available from the Senior HR Business Partner

Key Relationships/Interactions

- Human Resources team (consisting of 6 HR Business Partners, and Workforce Development, Workforce Reporting and Wellbeing and Safety teams)
- Executive Directors, Business Unit Heads and Executive managers
- Business Unit Managers, HR representatives and AGD employees

Key Challenges

- Managing multiple priorities and demands.
- Balancing and prioritising the needs of business units, AGD and relevant whole of public sector projects, programs and initiatives.
- Maintaining a long term vision and planning while dealing with a range of shorter term demands.
- Adapting to new approaches, risks and challenges.

AGD Conditions

- Participate in biannual performance review and development;
- Actively participate in all mandatory training requirements;
- Abide by the standards in the Code of Ethics for the South Australian Public Sector (the Code);
- Operate within and promote AGD People and Leadership Expectations; and
- Employment is dependent upon a National Police Certificate clearance that the AGD finds satisfactory.

Flexible Working Arrangement Options

- Flexitime arrangements
- Part time
- Compressed working weeks
- Some working from home available

Responsibilities

This Job and Person Specification provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities



would reasonably be expected to perform. The HR Business Partner is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
Expert Advice and Coaching on all HR matters	<ul style="list-style-type: none"> • Develop Job and Person Specifications, undertake remuneration assessments, advise on attraction and retention strategies, complex employment arrangements and participate on selection panels for Executive and Statutory roles. • Meet with Business Units regularly to discuss workplace developments, workforce data and existing and upcoming HR related matters and activities. • Support Business Units to develop tailored workforce and succession plans. • Contribute to the integration of business units workforce plans into a HR Strategic and Action Plan. • Support and work with Business Units to develop and implement action plans arising from Departmental HR programs and initiatives including diversity and inclusion and wellbeing. • Influence the people aspects of organisational change, including consultation and transition. • Assist and support Business Units develop and implement change plans for restructures, including discussions with unions, workers and work site representatives. • Provide advice to Business Units on effective management of unplaced and excess employees and separation processes. • Undertake redeployment case management including, working with external providers undertaking career assessments and transition services. 	<ul style="list-style-type: none"> • Remuneration assessments are timely, consistent and sound. • Executive and Statutory selection panels are effective. • Meeting frequency with Business Units • Business Units have strategies in place to meet Departmental initiatives, plans and targets • Employee grievances are risk managed effectively. • Positive relationships with Unions are maintained. • Unplaced or excess employees are effectively placed.



Key Responsibilities	Specified Duties	Performance Indicator/Measurement
	<ul style="list-style-type: none"> • Assist Business Units develop and implement strategies to mitigate workplace hazards. • Coach managers who require assistance with early intervention and supporting work and non-work injured employees. • Identify and raise employee wellbeing risks with Business Managers and Executives. • Provide strategies for addressing and monitoring employee wellbeing risks • Ensure informed decision making and resolution of complex people management issues, including performance management, misconduct and wellbeing related matters, in particular, non-compensable injuries and illnesses, collaborate with Business Units, Workforce Development and Safety and Wellbeing HR teams, building capability across the department. • Support and work closely with managers and, if necessary lead misconduct processes (including the engagement of external investigators). • Liaise, consult and negotiate timeframes and deliverables with key business unit stakeholders involved in the case management of critical, complex and sensitive cases. • Assist in the conciliation of grievances. • Undertake Internal reviews and represent the Department at relevant Tribunals (including the South Australian Employment Tribunal and EO Commission). • Identify alternative duties for both non-work related and work related medical limitations/restrictions. 	<ul style="list-style-type: none"> • Appropriate and timely supports are provided to managers in relation to supporting work and non-injured employees. • Grievances managed in an effective manner. • Unsatisfactory performance and misconduct managed in accordance with the <i>Public Sector Act 2009</i>. • Timeframes for internal reviews, SAET submissions and hearings are met. • Knowledge of and compliance with relevant industrial instruments.
<p>Contribute to Business Partner team knowledge and practices</p>	<ul style="list-style-type: none"> • Sharing knowledge of current HR matters and activities within AGD, team reporting and support. • Participate in and maintain AGD HR Business Partner practices, demonstrate agreed team behaviours and people and leadership expectations. • Participate in team reporting, information sharing and support. • Actively engage with others teams within AGD HR including Workforce Development and Wellbeing and Safety. 	<ul style="list-style-type: none"> • Biannual PDP evaluation discussion undertaken and completed • Actively contribute to team knowledge sharing both within and outside BP team meetings • Build effective relationships across AGD HR teams

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
HR policies, procedures, processes, guidelines, systems and toolkits	<ul style="list-style-type: none"> Develop new and review existing HR policies and procedures. Lead reviews of HR processes, policies, practices and functions identifying efficiencies and integration with existing systems and implement changes across the Department. Develop resources to support the implementation of policies and procedures. Assist and support Business Units to build awareness of and active use of HR policies, procedures, process, guidelines, systems and toolkits. 	<ul style="list-style-type: none"> Timeframes met Effective consultation Policies and procedures are accurate and high-quality. Ensure industrial compliance and best-practice protections and contents
HR Subject Matter Expert	<ul style="list-style-type: none"> Undertake, research, investigations for human resource operational and departmental projects, programs and initiatives. Contribute to contemporary approaches to HR systems, processes and learning. Undertake HR component of projects involving across government or across Department change (e.g. Machinery of Government, Departmental restructures). Contribute to at least one area of HR as a subject matter expert. Develop and deliver training to Business Units to improve HR related capabilities as required. 	<ul style="list-style-type: none"> Project time frames and outcomes met. Training meets expectations of Business Units. Department change is effective.
Records Management	<ul style="list-style-type: none"> Keep accurate and complete records of business activities in accordance with the State Records Act 1997. 	<ul style="list-style-type: none"> Documents and correspondence filed according to States Records Act, 1997.
Contribute to Culture	<ul style="list-style-type: none"> Actively participate and contribute to responsible and safe work practices; Embrace diversity and cultural differences in the workplace. 	<ul style="list-style-type: none"> Work practices are safe and Work Health and Safety legislation, policies and procedures are adhered Respectful behaviour observed when faced with diversity/differences in opinion.

Technical Expertise

Qualifications, Skills, Knowledge and Experience relevant to the role

Technical Expertise (Essential)	<ul style="list-style-type: none"> Significant experience in providing effective HR consultancy services to senior and line managers in the public or private sector. Experience in coaching managers in people management practices. High level of expertise in at least one specialist area in HR. Experience managing complex industrial relations matters. Experience in undertaking project and change management. Experience developing quality written correspondence such as briefs, minutes, letters, business case submissions, policies and procedures. Able to comprehend and interpret HR data and reports.
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(Desirable)	<ul style="list-style-type: none"> • Relevant tertiary qualifications in a human management or related business discipline. • Knowledge of the Public Sector Act 2009, its regulations and associated Determinations and Guidelines and contemporary approaches. • Mercer CED Job Evaluation System certified • Return to Work Coordinator certified.
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Behavioural Capabilities and AGD People Expectations

The AGD Performance Matrix describes the behaviours expected of AGD employees across various levels in the Department. All employees are also expected to behave in accordance with the AGD People Expectations of being self-aware, building trust and building teams. Descriptors below detail the behavioural capabilities required for performance in the HR Business Partner role. Key behaviours for this role are listed with the critical behaviours highlighted in **bold**. This broader group of behaviours are applicable to your ongoing success in the role.

	Strategic Focus	Results Orientation	Service Delivery Excellence	Relationship Management	Professional Approach and Drive
Strategic	Shapes Strategic Thinking and Change	Achieves Organisational Results	Drives Business Excellence	Forges Relationships and Engages Others	Exemplifies Personal Drive and Professionalism
Tactical	Promotes Strategic Thinking and Change	Achieves Team Results	Delivers Business Excellence	Establish Relationships and Engages Others	Models Personal Drive and Professionalism
Operational	Supports Strategic Direction	Achieves and Monitors Own Results	Supports Service Delivery Excellence	Fosters Working Relationships	Supports Personal Drive and Professionalism
Foundational	Understands the Strategic Direction	Achieves Individual Results	Contributes to Service Delivery Excellence	Maintains Working Relationships	Demonstrates Personal Drive and Professionalism

Strategic Focus (Operational)	<ul style="list-style-type: none"> • Identifies and manages risk as appropriate and escalates as necessary • Communicates plans in practical terms to others • Is sensitive to political drivers influencing priorities and decisions • Actively participates in business planning • Contributes to the drive for change and innovation • Adapts quickly to changing and emerging priorities
Results Orientation (Operational)	<ul style="list-style-type: none"> • Takes responsibility for the delivery of quality and timely results • Critically evaluates issues and ensures solutions are practical and achievable • Prioritises workload effectively and negotiates deadlines where appropriate
Service Delivery Excellence (Operational)	<ul style="list-style-type: none"> • Identifies and delivers high quality internal and external customer service • Effectively manages their own performance, managing(or influencing) the wider team performance
Relationship Management (Tactical)	<ul style="list-style-type: none"> • Effectively identifies, manages and resolves conflict • Develops effective working relationships and internal and external networks • Appropriately identifies and collaborates with relevant stakeholders • Shares information and knowledge • Tailors approach and communication style to suit the situation and audience
Professional approach and Drive (Tactical)	<ul style="list-style-type: none"> • Demonstrates and promotes professionalism and confidentiality when dealing with sensitive issues • Willing to put own views forward and challenge opposing views in a respectful manner • Remains positive and recovers quickly from setbacks • Promotes a high standard of wellbeing for self and others

