

Job and Person Specification

Title of Role:	Senior HR Business Partner	Remuneration Level:	ASO7
Business Unit:	Human Resources	Type of Appointment:	
Division:	Finance, People, Performance	Position Number:	

Approval

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Delegate *Date*

Primary Purpose

The Senior HR Business Partner works under broad direction, 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 Senior HR Business Partner undertakes work of a highly sensitive and complex nature, across diverse environments, often with multiple and inter-related considerations, and provides guidance and mentoring to the HR Business Partners. The role has an across Department view in developing and maintaining contemporary HR systems and framework, by identifying trends and leading the formulation, implementation and evaluation of HR policies, practices and approaches to improve service delivery, in collaboration with Business Units, and the broader HR team.

The Senior HR Business Partner applies comprehensive discipline knowledge while providing expert advice on industrial relations and the management of complex people matters, including those in the South Australian Employment Tribunal, as required.

Reporting Relationships

- Reports to the Manager Workforce Strategy
- No direct reports however will be a mentor and coach to the broader team on complex matters

Key Relationships/Interactions

- Human Resources team
- Executives and Employees within the Attorney-General's Department (AGD)
- Crown Solicitor's Office and Industrial Relations and Policy branch representatives
- HR counterparts across the SA Public Sector

Key Challenges

- Managing multiple high priorities and demands, while providing support and mentoring to the HR team.
- Balancing and prioritising the needs of business units, AGD and relevant whole of public sector projects, programs and initiatives, on increasingly complex and novel matters.
- 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 Senior HR Business Partner is responsible for:

Key Responsibilities	Specified Duties	Performance Indicator/Measurement
<p>Expert Advice and Coaching on all HR matters</p>	<ul style="list-style-type: none"> • 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. • Actively engage with others teams within AGD HR including Workforce Development and Wellbeing and Safety. • 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. • 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. • Influence the people aspects of organisational change, including consultation and transition. • Advise and support Business Units to 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"> • Meeting frequency with Business Units • Business Units have strategies in place to meet Departmental initiatives, plans and targets • Remuneration assessments are timely, consistent and sound. • Executive and Statutory selection panels are effective. • Employee grievances are risk managed effectively. • Positive relationships with Unions are maintained. • Unplaced or excess employees are effectively placed.
	<ul style="list-style-type: none"> • Assist Business Units to 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, grievances and wellbeing related matters, in particular, non-compensable injuries and illnesses, collaborate with Business Units, Workforce Development and Safety and Wellbeing HR 	<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

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	<p>teams, building capability across the department.</p> <ul style="list-style-type: none"> • Provide expert advice on the case management of critical, highly complex, novel and sensitive cases. • Advise on, and work closely with decision-makers and, if necessary lead misconduct processes (including the engagement of external investigators). • Liaise, consult and negotiate timeframes and deliverables with key business unit stakeholders. • Undertake Internal reviews, and prepare for and represent the Department at relevant Tribunals (including the South Australian Employment Tribunal and EO Commission). 	<p>hearings are met.</p> <ul style="list-style-type: none"> • Knowledge of and compliance with relevant industrial instruments.
<p>Take a HR leadership role in the Division and Department</p>	<ul style="list-style-type: none"> • Coach and mentor staff in Human Resources to develop technical HR skills • Assist HR Business Partners with complex HR issues • Attend whole of government working groups and committees • Lead complex Department-wide HR projects (e.g. managing Enterprise Bargaining negotiations on behalf of the Dept) • Support workforce development projects • Lead complex structural change processes (e.g. Machinery of Government changes) • Demonstrate agreed team behaviours and people and leadership expectations. • Actively contribute to team reporting, information sharing and support. 	<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
<p>HR policies, procedures, processes, guidelines, systems and toolkits</p>	<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. • Review HR processes to identify efficiencies for Business Units and HR. • Provide advice on impact of whole of government policy changes and support implementation. • Identify, scope, research and develop internal HR and Department resources on HR matters and emerging issues. 	<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 • Quality of policies & procedures • More efficient processes implemented • New policies and resources implemented effectively
<p>HR Subject Matter Expert</p>	<ul style="list-style-type: none"> • Undertake, research, formulate and/or evaluate human resource operational and departmental projects, programs and initiatives. • Identify and lead contemporary approaches to HR systems, processes and learning. • Lead HR components of projects involving 	<ul style="list-style-type: none"> • Project time frames and outcomes met. • Training meets expectations of Business Units. • Department change is effective.

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	<p>across government or across Department change (e.g. Machinery of Government, Departmental restructures).</p> <ul style="list-style-type: none"> 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. 	
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"> Extensive experience in providing effective HR consultancy services to executives and 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 and sensitive HR and industrial relations matters (including misconducts) in diverse environments. Experience in undertaking project and change management. Strong skills in diverse areas of written communication, including policy writing, reports, and minutes. Able to comprehend and interpret HR data and reports. Knowledge of the Public Sector Act 2009, its regulations and associated Determinations and Guidelines.
(Desirable)	<ul style="list-style-type: none"> Relevant tertiary qualifications in a human management or related business discipline. Mercer CED Job Evaluation System certified. Return to Work Coordinator certified.

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 Senior HR Business Partner 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 (Tactical)	<ul style="list-style-type: none"> • Adopts and manages a balanced approach to risk aversion and risk taking • Considers the broader political environment and context when decision making • Sets aside time to engage in forward planning for his/her area of responsibility
Results Orientation (Tactical)	<ul style="list-style-type: none"> • Is accountable for the delivery of quality, timely and cost effective results • Critically evaluates the problem in its entirety before identifying and implementing best possible solution • Confidently makes decisions showing good judgement
Service Delivery Excellence (Tactical)	<ul style="list-style-type: none"> • Promotes and ensures a strong focus on internal and external customer service • Identifies trends, potential problems and opportunities and incorporates into plans
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