



ROLE DESCRIPTION

POSITION

Principal Advisor

CLASSIFICATION

AS07

ORGANISATION

Office of the Commissioner for Public Sector Employment

PROGRAM/TEAM

Integrity, Employment and Advice

ORGANISATIONAL OVERVIEW

The Office of the Commissioner for Public Sector Employment (OCPSE) makes a difference by enabling the public sector workforce to deliver great results and outcomes so that South Australia thrives.

As a central agency, we support more than 100,000 South Australians who work in the public sector by:

- Enhancing workforce performance and potential
- Providing stewardship to build an inclusive, safe, and ethical culture
- Advancing current and future leaders
- Shaping the future workforce, including its systems and data.

PROGRAM/TEAM OVERVIEW

Integrity, Employment and Advice

The Integrity, Employment and Advice team operates in a fast-paced and ever-changing environment where no two days are the same. We are the first point of call in supporting the Commissioner for Public Sector Employment (Commissioner) with numerous and diverse statutory responsibilities, and we influence employment-related policy for the sector to enable agencies to deliver outcomes which help South Australia thrive.

The team plays a significant role in promoting the sector's Integrity Framework and Code of Ethics so that all employees understand their obligations and uphold the public's trust.

ROLE OVERVIEW

The Principal Advisor provides specialist support and advice to SA public sector agencies on complex or whole-of-government employment policy matters, and on matters relating to the legislative responsibilities of the Commissioner.

KEY RELATIONSHIPS

- Reports to: Manager (Integrity, Employment and Advice)
- Direct Reports: Senior Advisor (Remuneration Tribunal of South Australia) may report to this role.
- Key Stakeholder Relationships:
 - o Commissioner for Public Sector Employment
 - o Director (Workforce Integrity, Strategy and Capability), OCPSE
 - o OCPSE executive and management
 - o Ministerial Chiefs of Staff and Advisors

ROLE DESCRIPTION

- o SA public sector chief executives, executives, managers and staff
- o SA public sector HR managers and professionals
- o Crown Solicitor's Office
- o Industrial Relations and Policy Branch, Attorney-General's Department.

RESULTS REQUIRED

- Deliver high level analysis and advisory services on a broad range of complex and sensitive across-government issues, grievances and correspondence received by the Commissioner, and provide strategic advice and options to inform decisions which impact on the public sector workforce.
- Manage the recruitment and execution of employment contracts of public sector chief executives and statutory officers, including executive-level recruitment, reappointments and terminations.
- Lead the regular review of Commissioner's Determinations and Guidelines, Premier's Directions, and the *Public Sector Regulations*, and lead or contribute to the development of new Determinations, Guidelines, Premier's Directions and other statutory documents as required.
- Consider and respond to sensitive and confidential public sector employment related issues and requests and prepare and present well-articulated and appropriate responses to internal and external enquiries for the Commissioner's consideration.
- Review and assess agency submissions and business cases to the Commissioner and make considered recommendations to ensure the Commissioner's authority is exercised consistently and fairly.
- Provide strategic human resources and industrial relations advice to the Commissioner, Premier, Ministers, chief executives, statutory authorities and client groups, and exercise a very high level of discipline knowledge, expertise, judgement and advocacy.
- Contribute to the successful implementation of whole-of-government and OCPSE transformational projects by applying a sector-wide governance approach to identifying issues, proposing new initiatives and implementing solutions.
- Undertake research, policy review and/or investigations, and make recommendations on serious or complex public sector employment matters.
- Contribute to the development of capability amongst public sector HR practitioners. Undertake research, policy review and/or investigations, and make recommendations on serious or complex public sector employment matters.
- Management of the across government workplace investigation services panel.
- Provide an employment contract management service to the Premier's Office and the Leader of the Opposition including the preparation and management of employment contracts, provision of ad hoc employment advice and maintaining accurate records to ensure all reporting requirements are met.
- Establish and maintain effective and strategic working relationships and partnerships with key stakeholders across government, the private sector and unions/employee associations to facilitate effective workforce practices, engagement, policies and reform.

OCPSE CORE CAPABILITIES

Our employees deliver work aligned to the OCPSE Strategic Plan, within the responsibilities of the role, and behave in accordance with the South Australian Public Sector Values, regardless of position and technical expertise, and:

ROLE DESCRIPTION

- Adhere with the Code of Ethics for the South Australian Public Sector.
- Actively participate in OCPSE's performance management and development program.
- Actively collaborate and contribute to whole-of-office priorities and goals as required.
- Maintain a safe working environment by adopting appropriate work health and safety practices consistent with the role.
- Recognise there may be times when you are required to work outside normal working hours, or travel within or outside the state, to represent the office.
- Seek out flexible working options to support achieving a balance between work and personal responsibilities.
- Act in a manner consistent with the recognition of OCPSE as an Equal Opportunity employer.

CAPABILITIES REQUIRED

Technical

- Significant knowledge of the *Public Sector Act 2009* and other relevant legislation, industrial instruments, Commissioner's Determinations and whole of government policies and procedures relevant to workforce management in the public sector.
- Demonstrated experience in interpreting legislation and applying relevant provisions to complex employment matters to provide complete, high quality and timely advice to high level stakeholders.
- Demonstrated understanding of state government processes, including Cabinet, Executive Council and machinery of government processes.

Personal

- Exceptional verbal, written and interpersonal communication skills that enable effective and appropriate communication, including proven ability to consult, liaise, influence and negotiate and build successful working relationships with a broad range of stakeholders including HR leaders, chief executives, chiefs of staff and Ministers.
- Demonstrated ability to apply high level judgement and initiative in a sensitive/political environment, including demonstrated skills in maintaining confidentiality, diplomacy, discretion and tact relating to highly confidential and sensitive matters.
- Demonstrated ability to work confidently under broad direction to set and meet deadlines, determine priorities and organise work to meet competing demands.
- Demonstrated ability to lead and deliver critical projects that have a significant impact beyond multiple agencies or which apply to the whole of sector.

Experience

- Experience working in a fast-paced environment requiring adaptability and agility to respond to changing priorities, and to support and coach less experienced staff.
- Significant experience in human resources and industrial relations including legislative interpretation, policy formulation, conducting or managing investigations, workforce management, and employment contract management.

Qualifications

- Tertiary qualification in law, human resources, management, or a related field (desirable).