



ASO8 Principal HR Business Partner People, Culture and Wellbeing

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

The Principal HR Business Partner within HR Operations and Partnering is accountable to the Manager, HR Business Partnering and supports the provision of specialist strategic and complex advisory service to executives, senior leaders and employees across a suite of HR services which contributes to the achievement of SA Government and SAPOL's strategic goals and priorities.

The Principal HR Business Partner will provide specialist HR support to executives, delivering strategic HR programs and leading complex employee relations. This includes coaching and strategic advice to Executives and leaders on complex workforce management, performance enhancement and innovative HR solutions to deliver on business objectives within legislative and policy requirements.

Service

Integrity

Leadership

Collaboration

Courage

Respect



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 Lead Business Partner is accountable to the Manager, HR Business Partnering, providing specialist advice and guidance to the HR Business Partnering team members and works in collaboration with other members of the HR Operations and Partnering Branch and across the People, Culture and Wellbeing Service.

The Lead Business Partner works with line managers, senior managers and employees to promote and model HR best practice within SAPOL and is required to work with external customers of SAPOL.

KEY OUTCOMES

- Providing leadership and assist the Manager, HR Business Partnering to provide strategic direction to the HR Business Partnering team to ensure an expert advisory and consultancy service is provided to managers and employees on human resource management policies, procedures and practices; the management of unsatisfactory performance and complex employment matters; recruitment and selection of employees; and the management of SAPOL's establishment.
- Ensure the Business Partnering section models human resource and customer service principles through the delivery of a professional and client focused service to SAPOL's Executive Leadership Team, management, employees and external clients.
- Represent SAPOL in complex employment matters before the South Australian Employment Tribunal (SAET), work closely with the external stakeholders involved in the matter such as the Crown Solicitor's Office and Attorney General Department, and provide guidance to executive on resolution options.
- Leading specialist workforce projects and transformative initiatives to deliver outcomes in line with SAPOL's organisational strategy.
- Contribute to workforce planning through the collection and provision of workforce planning statistical information at an agency level.
- Develop and review SAPOL policies and procedures, consistent with the Commissioner for Public Sector Employment's Determinations and Guidelines; and provide best practice advice and guidance to the Executive Leadership Team, management and employees.

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- Develop strategic and strong partnerships with internal and external stakeholders that foster positive relationships to meet ongoing business needs.
 - Assist the Manager, HR Business Partnering in providing strategic HR advice and consultancy to SAPOL's executives and senior management in relation to executive remuneration and position development.
 - Extensive experience in complex human resource management, including the interpretation and application of legislation, industrial instruments, policy frameworks at a senior level.
 - Ensure SAPOL's workforce information is collected and recorded accurately through the effective management and maintenance of SAPOL's human resource management systems and hard copy files; and ensure that this information is available and provided to meet internal and external reporting requirements.
 - Lead and encourage a culture of positive employee relations and service delivery at a local level, as well as supporting HR Business Partners and SAPOL managers in resolving complex and sensitive matters.
 - Contributing to the promotion and implementation of the objects and principles of the *Police Act 1998*, *Public Sector Act 2009* and the *Code of Ethics for the South Australian Public Sector*.
 - Adhering to the provisions of relevant legislation including, but not limited to, the *Equal Opportunity Act 1984*, *Work Health & Safety Act 2012*, Awards and Enterprise Agreements.
 - Demonstrating appropriate behaviours that reflect a commitment to SAPOL's values and strategic directions.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Relevant tertiary qualification(s) in Human Resource Management or other relevant discipline.
- Extensive experience in complex human resource management, including the interpretation and application of legislation, industrial instruments, policy frameworks and industrial agreements at a senior advisory level.
- Ability to identify, foster and promote change and organisational development strategies and initiatives, and manage, lead and initiate change management processes in a challenging environment.
- Demonstrated knowledge and experience in the preparation of high-level reports, submissions to provide resolution to complex HR policy gaps or issues within the organisation.
- Demonstrated expert experience in providing an advisory and consultancy service to employees, management and executive leaders on a range of human resource related matters, including complex employment issues such as unsatisfactory performance (including medical incapacity and misconduct).
- Demonstrated experience in influencing, negotiating and collaborating with stakeholders (including senior managers and executives) on complex human resource management matters, such as employment issues and organisational change initiatives.
- Demonstrated ability to critically analyse situations, think laterally and develop creative and practical solutions that enhance operational efficiency and business outcomes.

- Demonstrated exceptional interpersonal skills, which foster effective communication, teamwork, leadership, trust and cooperation across a wide cross section of internal and external stakeholders.
- Proven high level written and verbal communication skills, including the ability to interpret and explain government policy, prepare briefing papers and reports to inform decision makers, and advise all levels of management on complex matters.
- Ability to identify and analyse problems, and develop plans, policies and procedures to address identified issues.

Desirable Characteristics

- In depth knowledge and experience of the SA Public Sector and SA government HR practices and procedures.

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.