

# Role Description

## General information

<b>Title:</b>	HR Business Partner			<b>Classification:</b>	ASO5	
<b>Division:</b>	Corporate Services	<b>Branch:</b>	People and Culture		<b>Business Unit:</b>	HR Operations
<b>Type of Appointment:</b>	Ongoing and Term	<b>Hours of Duty:</b>	37.5 hours per week	<b>Location:</b>	Adelaide CBD	

## About Us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

## Purpose

The primary purpose of the role is to establish business partnerships with one or more PIRSA Divisions to provide a proactive Human Resource Service to enable the achievement of client business objectives. The HR Business Partner works with the Principal HR Business Partner to deliver a broad range of generalist Human Resource advice to divisional leaders and managers workforce related matters including performance enhancement and innovative HR solutions to deliver on business objectives within legislative and policy requirements.

The role contributes to delivering Divisional directives through facilitating workforce management requirements and Corporate Services objectives to provide consistent and quality advice and support services to Divisions and ensure compliance with legislative requirements.

## Key Accountabilities

- Resolution of people management issues for portfolio clients to enable them to meet business objectives.
- Deliver timely, accurate and consistent HR services and advice to managers and employees on HR legislation, regulations and policies, recruitment, classification management, employee relations, performance review and development, workforce planning, HR governance and compliance, change management and HR case management.
- Provide coaching and mentoring services to line managers to develop their competency and skills to effectively manage their own staffing accountabilities.
- Work collaboratively within the People Operations team and support the Principal HR Business Partner in delivering HR services and advice.
- Participate in and/or lead special projects relating to HR continuous improvement and innovation to ensure consistent and standardised services are provided to Divisions.
- Human Resource related research, briefings, reports and correspondence is prepared, and approvals obtained where required, to facilitate effective workforce management.

## Key Deliverables / Results

- Deliver solution-focused, HR services that enable portfolio clients to align culture, structure, function and capability with business strategy.
- Assess the business' people management needs, issues and emerging trends in consultation with managers and leaders and develop fit-for-purpose strategies and solutions that enable executive and managers to resolve people related matters.
- Provide a confidential, effective, and timely HR advisory and consultancy service on a wide range of HR management functions including recruitment, organisational change, equity, diversity and
- Undertake research and analysis of a range of HR issues of varying complexity and producing appropriate written reports and recommendations.
- Review, update and consult on HR related policies and procedures.
- Contribute to the development, maintenance and review of systems and procedures to enhance the efficiency and effectiveness of the business unit.
- Participating in project teams to address HR operational needs or in continuous improvement projects to align services to business strategy.

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<p>inclusion, classification management, performance management, job/organisation re/design, and industrial relations.</p>	
<h2>Relationships</h2>	
<ul style="list-style-type: none"> <li>• Role reports to the Manager, HR Operations but works closely and may take direction from the Principal HR Business Partner</li> <li>• Partners, influences and liaises with Divisional Executives, leaders and managers.</li> <li>• Collaborates with other People and Culture team members</li> </ul>	<ul style="list-style-type: none"> <li>• Liaises with finance and other PIRSA support branches.</li> <li>• Liaises with other government agencies and external networks/consultants/delivery partners.</li> <li>• Negotiates and addresses issues directly with unions.</li> <li>• Represents the Department on committees and/or working groups.</li> </ul>
<h2>Requirements</h2>	
<ul style="list-style-type: none"> <li>• Possession of a current driver's licence and willingness to drive is required.</li> <li>• Out of hours work and inter / intrastate travel will be required.</li> <li>• Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).</li> <li>• You acknowledge your work, health and safety obligations and our expectations when <a href="#">applying for a role</a>.</li> <li>• The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.</li> <li>• This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role, you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC).</li> </ul>	<h2>Qualifications</h2>
<ul style="list-style-type: none"> <li>• Essential: Nil</li> <li>• Desirable: A degree in Human Resource Management, business management or psychology or post graduate studies in leadership or business management are considered highly desirable.</li> </ul>	

Capabilities	
Capability	Behaviours
<p><b>Professional &amp; Technical Knowledge</b></p> <p>Demonstrates sound knowledge of HR management practices, legislations, policy, procedures, initiatives, programs, projects and strategies including talent acquisition, equity, diversity and inclusion, performance management, job/organisation re/design, Industrial Relations.</p>	<ul style="list-style-type: none"> <li>• Demonstrated experience in providing Human Resource Management solutions, including legislation and policy relating to complex employee relations matters, performance management, succession planning, talent management, remuneration, change management, and role/organisational design.</li> <li>• Experience in the application and interpretation of legislation, Awards, Enterprise Agreements, other industrial instruments and policies.</li> <li>• Ability to identify and interpret business needs and issues and develop strategies and initiatives to facilitate business outcomes including undertaking research, identifying solutions, preparing a range of documentation, reports and submissions.</li> <li>• Experience in establishing and maintaining relationships with a diverse range of stakeholders.</li> <li>• Ability to research, analyse and interpret workforce data and be able to provide advice on workforce planning to the business around that data and making decisions on workforce planning in collaboration with business partners.</li> <li>• Proven ability to recognise and deal discreetly with confidential matters, demonstrate integrity and apply diplomatic skills to sensitive and high level personnel and management issues.</li> </ul>

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<p><b>Initiative</b> Acts autonomously within scope of duties; looks for alternative ways to ensure work is completed; anticipates problems and takes action.</p>	<ul style="list-style-type: none"> <li>• Produces quality, innovative work without constant supervision.</li> <li>• Acts confidently on judgements and initiatives.</li> <li>• Contribute to the development, review and implementation of human resource management policies, procedures, systems and initiatives.</li> </ul>				
<p><b>Conceptual Thinking</b> Understands and assesses immediate issues and problems within wider contexts and frameworks; identifies key or underlying situations</p>	<ul style="list-style-type: none"> <li>• Ability to critically examine, research, analyse and interpret issues and to formulate innovative and practical solutions and recommendations, considering stakeholder requirements and legislated human resource management principles and practices.</li> <li>• Thinks outside the square and beyond intended consequences and associated risks.</li> <li>• Quickly identifies the central or underlying issues in a complex situation.</li> </ul>				
<p><b>Relationship Building/Maintaining</b> Works collaboratively developing productive working relationships with peers, staff and stakeholders; interacts confidently and employs astute perception with strong listening and questioning skills; able to relate to and communicate with people from diverse 'cultures', locations and ages.</p>	<ul style="list-style-type: none"> <li>• High level of written and verbal communication skills, with the ability to write clearly and concisely, and have a high level of attention to detail with a range of diverse multidiscipline stakeholders.</li> <li>• Demonstrated ability to develop and maintain effective relationships with stakeholders and customers across the organisation by maintaining professionalism and a commitment to a customer focused service delivery.</li> <li>• Possess interpersonal skills that foster the co-operation and support of others, particularly in a team environment and the ability to establish credibility and good working relationships with people at all levels both within and external to the Agency.</li> </ul>				
<b>HRMS No:</b>	P14400	<b>ANZCO Code:</b>		<b>Objective ID:</b>	
<b>Delegate Approval:</b>	Michelle Griffiths, Executive Director Corporate Services			<b>Date:</b>	
<b>Approved and Classified by People and Culture:</b>	Peter Cavallaro, Acting Manager HR Operations				