



Role Statement

Role title	Senior People and Culture Business Partner	Classification	ASO6
Branch	People and Culture	Type of Appointment	Temporary
Section	Workforce Operations	Position Number	P01517
Approved by	Manager Workforce Operations	Date	May 2026

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

Workforce Operations delivers advice and support to the department across Business Partnering, Recruitment and

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Talent Management, Workforce Reporting, Administration and Compliance, and Industrial and Employee Relations. Advice and support are available across a range of workforce functions, including policy and processes, systems, job design, strategic planning, employment conditions, change management, performance management, industrial matters and case management.

What this role is responsible for

The Senior People and Culture (P&C) Business Partner is responsible for building strategic partnerships with Branches in the Department of Treasury and Finance (DTF) in order to deliver P&C services that align with organisational objectives and operational requirements.

By working collaboratively with stakeholders, the role seeks to understand organisational goals and workforce needs, providing coaching, insight, and advice to leadership on workforce planning, performance management, and solutions aimed at supporting business objectives. The Senior P&C Business Partner also contributes to the implementation of DTF strategic initiatives, policies, and procedures.

Key responsibilities include:

- Developing and maintaining professional relationships with internal and external stakeholders and establishing connections across the Agency.
 - Providing support to executives and leaders in managing complex employment matters such as conflict resolution, under-performance, misconduct, medical incapacity, injury management, grievances, internal reviews, and complaints, including risk management and escalation when necessary.
 - Coordinating and conducting research and investigations into complex workforce and employee relations issues, and preparing reports and recommendations related to these matters.
 - Offering advice on workforce planning initiatives, including analysis of relevant workforce data.
 - Facilitating a business partnership approach to consultancy and advisory services that focuses on client needs.
 - Advising on workforce aspects of change projects, including industrial consultation principles and supporting leaders in the management of change impacts and risks.
 - Supporting improvements in existing processes and practices and collaborating with others to develop updated approaches to workforce management.
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Who this role reports to

- Lead People & Culture Business Partner
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Key Relationships/Stakeholders

- Works closely with others within the Workforce Operations team.
 - Executives, leaders, managers and employees across the agency.
 - Other teams within People and Culture, including Organisational Development, Academy and Health and Safety.
 - External stakeholders including the Office of the Commissioner for Public Sector Employment, other government agencies and service providers.
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Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - National Police Check
 - General Employment Probity Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:

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- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.

Essential Expertise

- Experience in providing expert advisory and specialist consultancy services to senior management in a range of complex workforce matters, including advising on and interpreting industrial instruments and policy requirements.
- Sound understanding of best practice and practical experience in the case management of matters which relate to performance management, medical incapacity, redeployment, and grievance and complaints, including experience in change management processes and disciplinary processes.
- Sound knowledge and application of industrial instruments and legislation, including awards, enterprise agreements, and determinations and guidelines.
- High level interpersonal skills which result in effective collaboration with and development of productive working relationships with colleagues, staff and stakeholders.
- Ability to work independently under broad direction only and to manage projects, including identifying performance outcomes, planning activities and setting priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations.
- High level written and verbal communications skills, with demonstrated skills writing complex correspondence and the ability to provide industrially sound recommendations.
- Practical experience to successfully initiate and implement innovative workforce management strategies in a changing environment.
- High-level conceptual and analytical skills with the ability to research and undertake sensitive and/or complex investigations and projects (including risk management) critically examining, analysing and summarising information, and to develop and report on appropriate policies, strategies and solutions
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

Desirable Expertise

- Tertiary qualifications in Human Resource Management or related discipline.
- Certified in Mercer Job Evaluations and experience in classifying duties in accordance with the Commissioner Determination.
- Knowledge of the machinery of government, policies, procedures, systems and processes.
- Experience in working within a People and Culture environment within the South Australian Public Sector.

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