

# Role Statement

Role title	Principal People and Culture Business Partner	Classification	ASO7
Branch	People and Culture	Type of Appointment	Term
Section	Workforce Operations	Position Number	TBA
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 People and Culture (P&C) Business

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

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### What this role is responsible for

The Principal People and Culture (P&C) Business Partner partners with Branches across the Department of Treasury and Finance (DTF) to deliver proactive, strategic P&C services that enable business units to achieve their objectives, priorities and operational outcomes.

The role ensures the provision of strategic P&C partnering services across DTF by:

- Establishing and leveraging influential relationships with senior executives and key internal and external stakeholders to drive a strategic, client-focused business partnering model, delivering high-level workforce consultancy and shaping organisational workforce outcomes.
  - Leading and overseeing the management of critical, complex and sensitive workforce matters, providing high-level advice and direction to executives and leaders on issues including conflict resolution, under-performance, misconduct, medical incapacity, injury management, grievances, internal reviews and complaints, and ensuring effective risk management and appropriate escalation.
  - Overseeing and leading research and investigations into complex employee relations matters, ensuring quality, consistency and integrity of approach, and providing clear, evidence-based recommendations to inform outcomes.
  - Developing and leading strategies for industrial matters, including consultation, negotiation and resolution, to influence outcomes in complex and sensitive environments.
  - Providing strategic advice and direction on workforce planning initiatives aligned to business priorities, leveraging workforce data and insights to inform planning and support sustainable workforce outcomes at the Branch level.
  - Providing strategic workforce advice on organisational change initiatives, embedding human resource management principles throughout change design and delivery, applying industrial consultation requirements, and guiding leaders to effectively manage people impacts, risk and transition outcomes, while promoting a human-centred approach grounded in empathy, trust and transparency.
  - Leading the enhancement of P&C processes and practices, driving the development and implementation of improved approaches to workforce management and service delivery.
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### Who this role reports to

- Lead P&C Business Partner
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## Key Relationships/Stakeholders

- Executives, leaders, managers and employees across the agency.
- The People and Culture branch, including Organisational Development, Safety and Wellbeing, and the Academy.
- External stakeholders including the Office of the Commissioner for Public Sector Employment, other government agencies and service providers.

## 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:
  - Nationally Coordinated Criminal History Check
  - Working with Children Check
  - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
  - Other:
- 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

- Extensive experience providing high-level workforce advisory and consultancy services to senior leaders on complex and sensitive matters, including the interpretation and application of industrial instruments, legislation and policy frameworks.
- Demonstrated expertise in the management of complex employee relations matters, including performance, medical incapacity, redeployment, grievances and complaints, with a strong understanding of best practice approaches and experience navigating disciplinary and organisational change processes.
- Strong knowledge and application of employment legislation and industrial instruments, including awards, enterprise agreements and determinations, with the ability to apply these in complex and sensitive workforce matters.
- Highly developed interpersonal and influencing skills, with the ability to build trusted relationships and work collaboratively with senior leaders and stakeholders to achieve workforce outcomes.
- Demonstrated ability to operate with a high degree of autonomy under broad direction, leading and managing projects, setting priorities and delivering outcomes in complex environments with competing demands.
- Highly developed written and verbal communication skills, with the ability to prepare clear, concise and well-reasoned correspondence, reports and recommendations on complex workforce matters.
- Demonstrated experience initiating and implementing workforce management strategies in complex and changing environments, driving improved organisational outcomes.
- Highly developed conceptual and analytical skills, with the ability to lead complex investigations and projects, critically analyse and synthesise information, manage risk, and develop practical 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.
- Experience in coaching and/or leading a team.
- 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.

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- Experience in working within a HR environment within the South Australian Public Sector.

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