

Principal HR Business Partner

OUR CULTURE

The **Department for Energy and Mining (DEM)** is committed to being the Most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

DEM leads the global transformation economy, overseeing the responsible mining and production of the minerals, metals and fuels of the future, to safely and sustainably generate the energy and low carbon products of the future.

Our low-cost power, leading regulation system and culture of innovation is leading to the decarbonisation of industry, new modern manufacturing opportunities, increased employment and greater prosperity and security for the people of South Australia.

We particularly acknowledge the essential role that traditional Aboriginal people play in the energy and mining sector as land managers, heritage custodians, business owners and community leaders.

The Corporate and Commercial Division (CCD) sits at the core of the Department for Energy and Mining's (DEM) organisational success. A dynamic hub for all corporate and business support functions with a commercial focus on industry. CCD's unwavering commitment to leading practice standards, makes it the driving force behind DEM's strategic commercial lens, business services, financial management, audit, risk, assurance, and reporting activities.

ROLE TITLE	Principal HR Business Partner		
CLASSIFICATION	ASO7	POSITION NUMBER	P27233
DIVISION	Corporate and Commercial		
BRANCH	People, Governance and Business Services		
TEAM	HR Advisory		
DESIGNATED POSITION¹	Yes		

ROLE PURPOSE

The Senior HR Business Partner plays a pivotal role in delivering strategic and operational human resource support and advice across the department. The role partners with senior leaders to address complex workforce challenges, lead HR initiatives, support change, and foster a high-performing, inclusive and values-led culture. It also contributes to the ongoing development of the HR Advisory team, driving best practice, continuous improvement and capability uplift.

REPORTING / WORKING RELATIONSHIPS

Reports to	Manager, HR Advisory
Direct reports	N/A
Works with	Staff and leaders across the Department.
Liaises with	Other government departments, the Office of the Commissioner for Public Sector Employment, Industrial Relations and Policy Unit, DTF, Crown Solicitors Office, AGD and employee associations.

KEY OUTCOMES

Strategic Business Partnering - Develop and maintain trusted partnerships with business leaders, providing expert, solution-focused HR advice and support on workforce planning, performance, change, and people-related risk.

Employee Relations and Performance Management - Provide high-level guidance on complex employee relations issues including disciplinary, grievance and performance matters. Support industrial relations processes, including enterprise bargaining.

Coaching and Capability Development - Build leadership and team capability through coaching, mentoring, and supporting performance and career development conversations.

Change Management and Organisational Design - Support and advise on organisational change initiatives, including restructures and workforce realignment, ensuring compliance with legislation and best practice.

Operational HR Delivery - Oversee timely and accurate delivery of HR transactional activities across all areas of the employee life-cycle, including recruitment, onboarding,

¹ See Specific Requirements for applicable screening check requirements

workforce planning, performance management and payroll liaison, ensuring compliance with policy, procedures and deadlines.

Continuous Improvement and Innovation - Identify and lead process improvement initiatives to enhance HR service delivery, efficiency, and customer experience, including opportunities to leverage technology.

Policy, Procedure and Governance - Contribute to the development, review and implementation of HR policies and procedures that support legislative compliance and strategic workforce objectives.

SELECTION CRITERIA

Strategic HR Expertise - Proven experience delivering strategic HR advice and partnering with senior stakeholders to address complex people and organisational challenges.

Employee and Industrial Relations - Strong knowledge and experience in managing performance, conduct and industrial matters in accordance with relevant legislation, policy and practice.

Leadership and Influence - Demonstrated ability to influence and coach leaders, drive change, and support the development of high-performing teams.

Project and Change Management - Experience in supporting change and reform initiatives, including organisational restructures and workforce planning.

Policy and Governance - High-level understanding of public sector HR frameworks, policies, and employment legislation.

Communication and Relationship Management - Excellent interpersonal, negotiation and communication skills with the ability to build trust and navigate sensitive or complex issues.

Teamwork and Collaboration – Proven ability to work collaboratively, be flexible and contribute to and encourage a culture of high performance, teamwork and a shared responsibility for achieving results across People and Culture, and with internal clients.

DESIRABLE QUALIFICATIONS

Tertiary qualifications in Business Management or Human Resource Management.

SPECIFIC REQUIREMENTS

DEM encourages flexible working arrangements such as working from home, part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate Manager.

The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace.

The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.

The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the Public Sector Act 2009, as well as comply with any other relevant legislated requirements.

Appointment to this role will be subject to a satisfactory Screening Check.