



Position Title:	People and Culture Business Partner	Location:	Parliament House
Classification:	AS06	Reports to:	Manager, People and Culture
Entity/Division:	Joint Services	Direct Reports:	0
Business Unit:	People and Culture	Job Status:	Temporary < 12 months

ABOUT US

The Joint Parliamentary Service Committee (JPSC) is a Standing Committee of the Parliament. It consists of the President of the Legislative Council, the Speaker of the House of Assembly and two Members from each House. The JPSC is responsible for the administration of the Joint Parliamentary Services.

The JPSC is responsible for the administration of the Joint Parliamentary Service (JPS) Divisions such as the Parliamentary Library Division, the Catering Division, Hansard, and the Joint Services Division (including PNSG, People and Culture, Finance and Building Services).

The People and Culture unit is located within JPSC and provides strategic and operational consultancy and advice on people matters to a broad customer base including Members of Parliament, Electorate Offices and the Parliament of South Australia.

KEY OBJECTIVES

The People and Culture Business Partner is accountable to the Manager, People and Culture. The role provides high level authoritative advice, support, and consultancy to all levels within the Parliament and develops strong partnerships with leadership to support management capacity and staff capability.

The People and Culture Business Partner is passionate about influencing and impacting our leaders, enabling a culture where all employees can enjoy their work; and utilising progressive and innovative people and culture practices to drive a safe, inclusive, customer centric, and high performing culture.

RESPONSIBILITIES

- Provide advice, consultancy, and guidance to all levels within Parliament relating to: HR Systems; Work Health and Safety (WHS), Injury Management, Employee Relations, Change Management; Recruitment and Selection; Equity and Diversity; Learning and Development; Policy Development; and Performance Management.
- Be a trusted and reliable expert business partner in people matters to management, and all employees, acting fairly, without bias, developing evidence-based solutions and contributing to the professional reputation of the People and Culture team and across Parliament.
- Take a lead role in the initiation, development, advocacy implementation and precedence of policies and procedures in response to organisation wide People and Culture requirements and ensure legislative compliance through the provision of periodic training / information sessions and periodic reviews of emerging employment legislation and Parliament Enterprise Agreements.
- Lead, collaborate and facilitate projects including organisation change, system and business process development, and related communications.
- Initiate and develop relationships with relevant internal and external stakeholder's participation in the negotiation of Enterprise Agreements, dealing with industrial issues as they arise, and through representing the Parliament formally at industry forums or dispute resolution hearings.
- Coordinate employee-level consultation forums as appropriate.
- Contribute to business planning processes including, designing appropriate business tools to support operational requirements, and leading and establishing projects, strategies, policies, and business processes to achieve outcomes of People and Culture strategies.
- Provide expertise and advice to support end to end recruitment and selection services, including job design and position classification; drafting of advertisements; identification of selection methods, participation on selection panels and education of hiring managers and selection panel members.
- Monitor legislative change and people management trends to ensure advice provided is timely and reflects best practice.
- Provide professional leadership through mentoring and coaching, management, and clients as required.

KEY SELECTION CRITERIA

- Significant People and Culture experience in a complex environment and proven ability to provide high level advice, internal consultancy, and innovative solutions supported by a relevant business, HR, and/or WHS qualification.
- Demonstrated ability to research and provide specialist advice in one or more areas of Work Health and Safety, Injury Management, Employee Relations, Change Management; Recruitment and Selection; Employee Relations; Equity and Diversity; Policy Development; Learning and Development; and Performance Management.

- Demonstrated ability to coach and mentor staff and clients with an ability to support and drive change across a mix of established departmental cultures and manage sensitive situations confidentially and effectively.
- High level communication and interpersonal skills, including experience in business, report writing, policy review and development, advocacy, negotiation, and conflict resolution.
- Demonstrated project-planning and management ability, resilience under a degree of pressure through working with a degree of autonomy and contribute effectively as a member of a professional team.
- Proven understanding of contemporary technology to embed process improvements in business-as-usual activities and support the evolution of a best practice People and Culture function (e.g. Human Resource Information System (HRIS), hazard/incident reporting systems).

KEY RELATIONSHIPS/INTERACTIONS

Internal:

- Manager, People and Culture (line manager)
- Executive Officer, Joint Parliamentary Service.
- Clerk of the Legislative Council.
- Clerk of the House of Assembly.
- People and Culture team members.
- Chief Officers and managers of Joint Parliamentary Service.

External:

- Contractors
- Members of Parliament (as required)
- DTF Electorate Services

QUALIFICATIONS

- Desirable: Relevant business, HR and/or WHS qualifications

PRE-EMPLOYMENT SCREENING REQUIREMENTS

- All appointments are subject to reference checks, pre-employment assessment, and National Police Clearance.
- The inherent requirements of the role and intrinsic risk(s) will be considered in assessing prior conviction notifications and declarations of misconduct in previous workplaces.

ADDITIONAL INFORMATION

- The appointment is made pursuant to the Parliament (Joint Services) Act and, while the provisions of the Public Sector Act do not apply to this position, public sector conditions apply, and entitlements are transferable.
- There may be a requirement to work outside of normal working hours.
- Any person who is, and is seen to be, active in political or electoral affairs and intends to carry on this activity may compromise the strict political neutrality of this position and could not be considered for appointment.
- Employees are required to comply with all health, safety and risk management policies and procedures of the Parliament and take all reasonable care that any actions or omissions do not impact on the health and safety of others in the Parliament precinct.
- Employees must observe the Parliament of South Australia Code of Conduct and comply with the Conduct Standards in the Code.

CERTIFIED CORRECT

Executive Officer Title: _____ Date: / /