



ASO5 HR Operations Consultant HR Operations & Partnering

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

SAPOL's People, Culture and Wellbeing service provides a holistic approach to the future development of our people and the organisation. Through strategic leadership and direction, People, Culture and Wellbeing will ensure our employees are skilled and supported to deliver a more efficient and effective service to the community. This will be achieved by increasing support to the frontline, ensuring the right people are in the right roles, developing talent pools and pipelines, delivering programs and strategies to foster highly effective leaders as well as providing collaborative business partnerships. Recognising that the capability of our workforce is dependent on the physical and mental health of all its members, People Culture and Wellbeing will deliver programs which provide an all-inclusive approach and promote every aspect of health and wellbeing.

The HR Operations Consultant within the HR Operations and Partnering Branch is accountable to the Manager HR Operations and is responsible for the provision of expert HR consultancy and advisory services on operational matters including recruitment and onboarding, vacancy management, contract management and HR policies, processes and practices. The HR Operations Consultant will drive continuous improvement in HR

Service

Integrity

Leadership

Collaboration

Courage

Respect



processes to improve customer experience, through automation and simplification of HR processes, systems and practices.

The position also provides quality, consistent and timely advice, in accordance with SAPOL workforce policies and processes, on operational HR issues and supports the Manager HR Operations with the leadership of the HR operational roles.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD
Qualifications	N/A.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL’s iEngage program.

Reporting / Working Relationships

The HR Operations Consultant is accountable to the HR Senior Sergeant and Manager HR Operations and works in collaboration with the HR Operations and Partnering Branch members and across People, Culture and Wellbeing Service to provide HR operations services to SAPOLs line managers, senior and executive leaders.

The HR Operations Consultant will have leadership responsibility for a group of staff. The HR Operations Consultant builds working relationships where identified within the public sector, private sector, with external agencies and relevant employee associations (e.g. unions).

KEY OUTCOMES

- Providing client focused HR advice and consultancy services that supports the achievement of business objectives.
- Participating and assisting line managers with vacancy management to support local workforce priorities.
- Consulting with business areas to identify areas of improvements in relation to human resource operational processes.
- Undertaking, research, investigations and projects to support human resource operations.
- Contributing to the implementation and evaluation of SAPOL-wide human resources plans and policies.
- Assisting in the development, implementation and facilitation of Human Resource activities and training programs.

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- Providing guidance, training and oversight to the HR Support team and upskilling HR Officers across SAPOL.
 - Contributing to the development of an integrated team approach and culture inclusive of other locally based HR teams.
 - Contributing to the development of and amendments to sworn Position Information Documents (PID).
 - Applying sound judgement in regard to the application of Acts, Awards, HR Policies to ensure employee remuneration, leave and employee records are accurate; and assists in the resolution of operational HR matters in consideration of HR policy, legislation, systems, procedures and relevant processes
 - Facilitating the preparation of Police Gazette notices to advertise vacancies, selections, promotions and appointments for approval
 - Administering CHRIS21 functions that relate to the movement of members
 - Conducting audits to ensure appropriate payments of incentives and allowances
 - Contributing to the review, advice, implementation and briefing of senior managers in relation to a range of HR processes including flexible work applications.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Ability to lead and inspire staff by modelling high standards of work performance, provide leadership in the creation of ideas and innovation and clearly communicate the strategic direction of the organisation.
- Experience in providing advisory and consultancy services to senior management in a range of general Human Resource matters, including advising on, interpreting and administering legislative and policy requirements.
- Demonstrated high level of interpersonal, communication and negotiation skills including the ability to compile concise written advice on sensitive HR issues.
- Ability to work independently, under limited direction including identifying performance outcomes, and setting priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations.
- Experience in the development, implementation and evaluation of, procedures, strategies and/or initiatives designed to improve human resource management practices.
- Possess a sound understanding of contemporary HR practices and approaches, human resource management including, Awards, Agreements and Codes of Ethics, Work, Health & Safety, Equal Employment Opportunities.
- Experience in the provision of generalist human resource administrative services and functions, including recruitment, position management, and the full employee lifecycle.
- Demonstrated ability to research and undertake investigations and projects, developing reports on appropriate policies, strategies and solutions.

Desirable Characteristics

- An appropriate tertiary qualification in human resources management or a related discipline.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines.