



ASO3 Assistant HR Consultant HR Operations and 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

The Assistant HR Consultant is accountable for the provision of an advisory and information service to the agency that includes human resource matters, administrative processes and procedures, operational HR processes and minor project functions.

The role supports the broader team within HR Operations and Partnering.

Service

Integrity

Leadership

Collaboration

Courage

Respect



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 Assistant HR Consultant within HR Support Section is accountable to the Manager HR Business Partnering through the Team Leader Administration HR Support.

The Assistant HR Consultant within Personnel Section is accountable to the Manager Personnel Section through the HR Senior Sergeant and / or HR Consultant.

The Assistant HR Consultant works in partnership with other Assistant HR Consultants/ HR Business Partners and staff within the branch and works collaboratively with other employees of SAPOL and other internal and external customers.

KEY OUTCOMES

Contribute to the effective operations of the Service by:

- Developing, updating and maintaining of CHRIS21 and any associated databases, systems and spreadsheets relating to a broad range of human resource matters not limited to as employee movements, transfers, contract administration management, vacancy management, recruitment in a timely and accurate manner;
- Assisting in gathering and processing information and preparing and managing records and documentation associated with recruitment, selections, classification management, performance management, disciplinary matters, position & establishment management, appeals and remuneration assessment processes to support consultancy advice;
- Liaising with relevant department managers and Shared Services SA on a range of HR related matters including recruitment, selection and appointment, induction, staffing, payroll and other operational HR support functions;
- Supporting and contributing to the training of HR Support Officer staff on a range of HR administration matters, including relevant policies, efficiency, risk and best practice;

- Apply record keeping principles by maintaining all relevant records and files and record-keeping as required consistent with the *State Records Act 1997* and SAPOL related processes and policies;
- Contributing to the development and implementation of HR strategies which improve HR Management and performance in SAPOL;
- Participating in the review and development of HR practices to ensure a consistent approach is developed and maintained; and
- Contributing to the development, implementation and evaluation of HR plans and policies in SAPOL.

Support the branch's HR Business Partnering, consultancy and advice by:

- Positively responding to, and developing collaborative working partnerships with business units, and liaising with relevant key staff to practically assist on operational issues on various HR matters;
- Developing and maintaining professional working relationship with key internal HR related stakeholders, to ensure a coordinated approach to HR management and service provision across SAPOL;
- Providing accurate and timely HR advice to line managers and staff, and practical assistance on operational issues regarding, terms and conditions of employment, departmental policies and procedures and other SA Public Sector guidelines;
- Undertaking research on minor HR matters;
- Contribute to the achievement of effective HR outcomes by providing professional, confidential and responsive services for managers and employees by ensuring that timely and accurate processing of transactions for SAPOL employees using CHRIS21 and other related HR database and payroll systems;
- 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.
- Undertakes minor projects that support HR programs, strategies, business improvement and may require researching information, analysis and providing appropriate documentation;
- Provides input into policy and procedure development; and
- Initiate and undertake minor projects by researching information and providing administrative support functions and appropriate documentation.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Experience in providing quality advisory and/or operational services on human resource management matters in a diverse and complex environment.
- Ability to work independently and as part of a team and being proactive to manage high volumes of work effectively and determine priorities to meet agreed timelines and objectives.
- Demonstrated use of initiative and self motivation to undertake a variety of HR tasks/functions including advisory, transactional, research and analysis of information and preparing reports that support HR operations.
- Experience in the use of a computerised HR/ payroll system or similar data entry systems and the accurate input of data or information.
- Knowledge of legislation such as the Public Sector Act, Police Act, Awards, Enterprise Agreements, HR policies and ability to interpret and apply their application within a HR environment.
- Experience in undertaking minor projects and in identifying improvements to process, procedures and systems.

Desirable Characteristics

- Relevant tertiary qualification(s), in Human Resource Management.

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 – Guidelines.