



ASO6 HR Business Partner 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

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 Business Partner within the HR Operations and Partnering Branch is accountable to the Manager, HR Business Partnering and undertakes work under broad direction in the management and delivery of a significant HR service which targets current and future

Service

Integrity

Leadership

Collaboration

Courage

Respect



organisation needs. This requires working closely with line managers and senior managers to identify and achieve shared organisational objectives.

The HR Business Partner provides expert advice and support to the line managers, senior and executive managers and employees across SAPOL regarding the implementation of proactive HR strategies and interventions within services across SAPOL in order to drive continuous improvement, performance and accountability and a culture that assures the achievement of the organisational workforce goals and objectives.

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 Business Partner is accountable to the Manager, HR Business Partnering and works in collaboration with the HR Operations and Partnering Branch members and across People, Culture and Wellbeing Service to provide HR business partnering services to SAPOLs line managers, senior and executive leaders.

The HR Business Partner builds working relationships where identified within the public sector, private sector, with external agencies and relevant employee associations (e.g. unions).

KEY OUTCOMES

Key Outcomes

- Developing and maintaining professional working relationships with key internal and external stakeholders to ensure a coordinated approach to the provision of HR services across SAPOL which contributes to the achievement of SAPOLs strategic objectives and is highly responsive to the needs of clients and operational priorities.
- Encouraging a culture of positive employee relations, as well as supporting managers in resolving complex and sensitive matters.
- Providing a high level of expert HR advice and support to the executive and managers in the sensitive and appropriate management and resolution of conflict, unsatisfactory performance, grievance, complaints and complex employee case management in line with departmental policies and procedures and other SA Public Sector guidelines.
- Contributing to and providing expert advice with respect to People, Culture and Wellbeing programs, workforce projects, recruitment, workforce planning and organisational reviews.

- Providing expert advice with respect to organisational design and review and participating in the development and implementation of appropriate change management programs.
- Coordinating and undertaking research and investigations into complex, sensitive and critical HR and employee matters, preparing and developing briefing papers, reports, ministerials, recommendations, background papers and providing reporting and recommendations to management.
- Operating in accordance with SAPOL and the SA Public Sector policies and procedures which leads to a standardised, best practice system of HR Business Partnering service provision across the agency.
- Contributing to the promotion and implementation of the objects and principles of the *Police Act 1998*, *Public Sector Act 2009* and the *Code of Ethics for the South Australian Public Sector*.
- Adhering to the provisions of relevant legislation including, but not limited to, the *Equal Opportunity Act 1984*, *Work Health & Safety Act 2012*, Awards and Enterprise Agreements.
- Demonstrating appropriate behaviours that reflect a commitment to SAPOL's values and strategic directions.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Demonstrated ability to build collaborative working relationships and partnerships with a diverse range of stakeholders, including at the executive level.
- Demonstrated ability to work independently, under broad direction, exercise judgement and delegated authority in decision making and identify performance outcomes and set priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations.
- Demonstrated effective verbal communication and negotiation skills and ability to influence outcomes and gain support and commitment at all levels.
- Demonstrated effective writing skills and ability to prepare complex reports that highlight options and risk for executives and senior managers on complex and politically sensitive issues.
- Demonstrated experience in delivering effective human resource services including providing complex advice on strategic and operational matters with a proven ability to analyse and solve complex situations and problems and independently apply practical solutions to achieve business outcomes.
- Demonstrated ability to research and undertake sensitive and/or complex investigations and projects, analyse and summarise information, and develop and report on appropriate policies, strategies and solutions.
- Possess a sound knowledge and understanding of contemporary HR practices, approaches and strategies, HR Management and procedures and their application with the SA Public Sector, including awards, guidelines, Enterprise Agreements, *Work Health & Safety Act 2012*, Equal Employment opportunities and quality improvement principles and procedures.
- Possess a sound understanding of the impact of change and organisational development methodologies.

Desirable Characteristics

- Relevant tertiary qualification(s) in human resources, psychology, law or industrial relations.

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.