



ASO7 Senior 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 Senior HR Business Partner within the HR Operations and Partnering Branch is accountable to the Lead HR Business Partner 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 Senior 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 Senior 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 Senior HR Business Partner will partner with line managers, senior managers, executives, and employees to promote and model HR best practice within SAPOL and is required to work with external customers of SAPOL.

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

KEY OUTCOMES

Key Outcomes

- Developing and maintaining key collaborative working relationships with key internal and external stakeholders to ensure a coordinated approach to the provision of excellent HR services across SAPOL which contributes to the achievement of SAPOL's 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.
- Ensure the Business Partnering section models human resource and customer service principles through the delivery of a professional and client focused service to SAPOL's Executive Leadership Team, management, employees and external clients.
- Supporting the development and implementation of workforce related strategies which drive workforce performance improvement in line with best practice principles.
- Providing expert advice to stakeholders with respect to organisational design, review and change management best practices, including applying industrial principles and significantly supporting managers and executives in the full change process.
- Providing expert advice with respect to People, Culture and Wellbeing programs, workforce projects, recruitment, workforce planning and organisational reviews using an evidence-based approach.
- 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.
- Challenge existing internal system practices and work with others to develop contemporary approaches to HR 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 experience in providing an advisory and consultancy service to employees, management and executive leaders on a range of human resource related matters, including complex employment issues such as unsatisfactory performance (including medical incapacity).
- Demonstrated experience in working collaboratively with stakeholders on complex human resource management matters, such as employment issues and organisational change initiatives.
- Highly developed interpersonal skills, which foster effective communication, partnership, teamwork, leadership, trust and cooperation across a wide cross section of stakeholders.
- Proven high level written and verbal communication skills, including the ability to interpret and explain government policy, prepare briefing papers and reports to inform decision makers, and advise all levels of management on complex matters.
- Proven detailed knowledge of HR management best practice and relevant policies and industrial instruments.
- Proven ability to autonomously provide specialist HR service while exercising independent judgement, managing risk, recommending and implementing practical solutions, to complex and sensitive HR matters using an evidence-based decision making in a complex and time pressured environment.

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.