Role Description

Role information

Role title	Principal HR Business Partner
Classification	ASO7
Agency	Department of the Premier and Cabinet (DPC)
Division	Chief Operating Officer
Business unit	People and Culture
Reports to	Manager, People Experience
Roles reporting to this role	• Nil
Budget	Not applicable

Role purpose

The Principal HR Business Partner is responsible for providing high level advisory and consultancy services to a designated portfolio of clients on a range of human resource and employee relations matters to assist the Department to meet its business outcomes. The Principal HR Business is a strategic partner, working closely with senior leaders and managers to develop and implement HR initiatives that enhance employee engagement, performance, and organizational effectiveness. As a leader within the People and Culture team, the incumbent will provide guidance and mentoring to HR Business Partners to ensure the delivery of proactive and innovative HR services, with a strong focus on customer service and continuous improvement.

Key responsibilities

1. Provide expert HR advice and consultancy to a designated portfolio of clients on a wide range of complex and/or sensitive human resource management matters including, but not limited to role design and classification, recruitment and selection, performance management and development, employee conduct and discipline, industrial and employee relations, dispute resolution and change management.
2. Partner with senior executives and managers to develop HR strategies and solutions that meet business needs, while adhering to relevant legislation and Departmental policy.
3. Provide specialist HR advice and high-level case management support for the management of complex unsatisfactory performance and medical incapacity matters, misconduct and disciplinary matters, grievance and conflict resolution, as well as the management of excess employees.

4. Contribute to a productive and engaged workforce by providing expert coaching and practical advice for people managers to develop and enhance their management capability and equip them to lead and manage more effectively.
5. Build, strengthen, and maintain strong business partnerships and relationships with executive management, directors, and senior leaders to facilitate the delivery of Departmental business outcomes.
6. Strengthen the business partnering model by mentoring and working collaboratively with HR Business Partners and collaborating with other teams within the People and Culture to initiate, develop, implement and promote initiatives that enhance employee wellbeing, engagement, morale, and productivity.
7. Prepare high-quality written correspondence including investigation reports, briefings and memorandums to facilitate effective workforce management and organisational strategies.
8. Manage or contribute to the compilation of regular reports required for departmental and sector-wide reporting requirements.
9. Develop and review DPC Human Resources Policies and Procedures in line with the Public Sector Act 2009, Commissioner's Determinations and Enterprise Agreements and contribute to the continuous improvement of departmental HR practices.

Key relationships

- Liaises with, and provides authoritative information to staff, managers, and executive leaders across the department, including relevant attached offices.
- Liaises with unitions and employee organisations
- Liaises with other government departments and non-government organisations
- List the key individuals or groups that the role has the most contact with and summarise the nature of the interactions.

Special conditions

- The successful applicant will be required to undergo a Nationally Coordinated Criminal History Check (NCCHC) in accordance with departmental policy
- The employee is required to participate in the department's Performance Development Program
- The employee may be assigned to another position at this remuneration level or an equivalent classification within DPC.

Selection criteria

The selection criteria are a combination of any role specific criteria (where applicable) and focus capabilities selected from the DPC Capability Framework.

ROLE SPECIFIC CRITERIA

Significant experience in providing advisory and consultancy services to executives and senior management on a range of Human Resource matters, including advising on, interpreting, and administering legislative and policy requirements.

Demonstrated proficiency in managing and coordinating a range of complex and/or sensitive HR matters within a diverse workforce, including grievances, disciplinary actions, conflict resolution, investigations and HR projects requiring the analysis of information, and the development of reports on outcomes and other relevant correspondence.

Demonstrated experience in partnering with senior executive and leadership teams to initiate, develop, implement and evaluate various workforce programs, strategies, organisational reviews, and change management, including the preparation of succinct reports and briefings to senior executives.

Ability to interpret workforce data to identify strategic people and culture related issues and provide expert advice on to facilitate informed decision making and ensure the alignment of HR strategies with business objectives.

DPC Capability Framework



The DPC Capability Framework outlines the knowledge, skills and abilities required to perform a role successfully. It groups capabilities into five core areas:

- Personal Attributes
- Relationships
- Results
- Business Enablers
- People Management (only relates to roles with leadership responsibilities)

The focus capabilities selected for each role describe how the work is expected to be performed and are assessed during the recruitment process alongside any role-specific criteria. The focus capabilities for this role are listed below, together with a brief description and examples of the behaviours expected at the required level.

FOCUS CAPABILITIES			
GROUP	**CAPABILITY**	**BEHAVIOURAL INDICATORS**	**LEVEL**
Personal Attributes	**Demonstrates Courage, Resilience and Adaptability** *Be willing to embrace change and remain focused in challenging situations.*	• Demonstrate flexibility and initiative, adjusting your approach quickly and confidently when situations change • Provide clear, honest feedback and practical advice to support effective outcomes • Consider ideas that are challenged, take time to understand the reasoning behind the challenge and respond in a balanced, constructive way • Address difficult issues directly, working through them thoughtfully and exploring alternative options where needed • Maintain professionalism under pressure and apply effective strategies to navigate and manage demanding or complex situations	Proficient
Relationships	**Influence and Negotiate** *Gain consensus, secure commitment from others and resolve issues and conflicts to drive positive outcomes for all stakeholders.*	• Apply thoughtful judgement to influence others and articulate persuasive counterarguments • Strive for mutually beneficial outcomes • Create an environment that encourages open dialogue, idea-sharing and debate to achieve agreement • Show sensitivity and understanding in resolving serious and complex conflicts and differences • Proactively identify key stakeholders and gain their support in advance • Establish a clear position based on research, a deep understanding of critical issues, anticipated concerns, points of difference and opportunities for compromise • Anticipate and minimise conflict within the department and with external stakeholders • Use data-driven insights to shape clear and persuasive narratives	Advanced
Relationships	**Work Collaboratively** *Cultivate strong, effective working relationships that encourages teamwork and actively values the contributions of others.*	• Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams • Share lessons learned across teams and business areas • Identify opportunities to work collaboratively with others, including individuals with lived experience, to solve problems and develop better processes and approaches to work • Use digital information platforms and collaboration tools to share information, engage stakeholders, and co-develop solutions that improve services • Actively engage and incorporate diverse cultural perspectives and actively involve diverse audiences in developing solutions that improve services	Proficient

Results	**Remain Dynamic** *Maintain flexibility in the pursuit of outcomes by adapting priorities to suit changing circumstances.*	• Align individual and team priorities with the broader strategic goals of the business unit and department • Initiate, prioritise, consult on and develop team and business unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy, and economic conditions, on initiatives and respond accordingly • Ensure work plans and operational activities are aligned with, and actively support, organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Proficient
Results	**Think Through and Solve Problems** *Solve problems by assessing the broader context, challenge inefficiencies and think creatively.*	• Apply objective, critical analysis to draw sound conclusions in a timely manner that take account of contextual factors and manage their implications • Guide business areas through complex issues, carefully evaluate alternatives, and collaborate with stakeholders to determine the most effective solutions • Consider the broader departmental and strategic landscape when evaluating options and developing resolutions • Encourage and support exploration of innovative approaches and creative alternatives to contribute to system, process and business improvements • Design and implement systems and processes informed by robust research and thorough analysis • Support innovative solutions and provide guidance around potential risks, solutions and effective implementation of new ideas • Evaluate the performance and effectiveness of services, policies and programs against clear criteria	Advanced
Business Enablers	**Human Resources** *Facilitate and engage in effective people processes, help drive a positive, inclusive and empowered workforce.*	• Refine and adjust roles and responsibilities over time to strengthen alignment with evolving business needs and outcomes • Model and encourage others to recognise talent, develop team capability and undertake succession planning across teams and business areas • Coach and mentor employees, fostering professional growth, continuous learning and a high-performance culture • Address and resolve team and individual performance issues promptly and effectively, including complex or serious cases of unsatisfactory performance • Implement performance development frameworks that build workforce capability and support the department's current and future priorities • Apply and leverage all aspects of the employee lifecycle to support and enable the DPC People and Culture Strategy	Advanced

Corporate responsibilities

Employees are responsible for:

- Maintaining a commitment to the Code of Ethics for the South Australian Public Sector, and the legislative requirements of the Public Sector Act 2009 (SA) and Work Health and Safety Act 2012 (SA)
- Keeping accurate and complete records of business activities in accordance with the State Records Act 1997 (SA)
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.