



ROLE DESCRIPTION

Role Title:	Principal HR Business Partner		
Classification Code:	ASO7	Position Number	TBC
LHN/ HN/ SAAS/ DHA:	Central Adelaide Local Health Network (LHN)		
Site/Directorate			
Division:	Workforce		
Department/Section / Unit/ Ward:	HR Operations and Performance		
Role reports to:	Lead HR Business Partner		
Role Created/ Reviewed Date:	March 2022 / January 2024		
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children’s Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
Immunisation Risk Category:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)		

ROLE CONTEXT

Primary Objective(s) of role:
<p>The Principal Human Resources Business Partner is accountable to the Lead HR Business Partner and is responsible for establishing strategic partnerships with complex clinical programs to provide proactive and strategic HR services to support the business in achieving their strategic objectives, directions and operational imperatives.</p> <p>The incumbent will maintain a thorough understanding of the portfolio areas, its objectives and priorities, and its workforce; and will provide coaching, insight and strategic advice to the leadership team and line managers on workforce management, workforce planning, performance enhancement and innovative HR solutions to deliver on business objectives within legislative and policy requirements.</p> <p>The incumbent will collaborate across the Workforce Directorate and support the implementation of Workforce strategic initiatives, policies and procedures and develop plans to support the organisation’s strategic objectives and operational performance.</p> <p>The incumbent will support the Lead HR Business Partner in the coaching and development of the team by mentoring members within the team.</p>

Direct Reports:
NIL

Key Relationships/ Interactions:

Reporting to the Lead HR Business Partner

Internal

- Works collaboratively and in partnership with Managers and staff within the Workforce Division.
- Works closely and partners with Executives, Senior Leadership team and managers across various clinical programs and divisions across CALHN.
- Maintains effective relationships with employees.
- Represents SA Health on whole of government committees and forums.
- Participates as a member of the HR Operations Leadership Team as required.

External

- Has close working relationships and partnerships with the relevant officers of the Department for Health and Wellbeing, Office for the Public Sector, Crown Solicitor's Office, health portfolio, and employee representative organisations.
- Consults, participates and liaises with HR and IR staff at all levels across SA Health and Government Departments.
- Builds solid foundational and working relationships where identified with the private sector, external agencies and relevant employee associations (e.g. unions).

Challenges associated with Role:

Major challenges currently associated with the role include:

- Balancing competing priorities, tight timeframes and requirements to deliver high quality, evidence-based decision-making and drive successful program outcomes.
- Establishing relationships in a complex and changing environment, including maintaining networks that are focused on best practice human resource management.
- Using strategic thinking and broad direction to identify opportunities for health system improvements and strategic initiatives and policies and translating these into tangible outcomes to ensure effective delivery of program goals and objectives.
- Providing expert advice that is evidence-based in nature and consistently of high quality, often within restricted, competing timeframes.

Delegations:

Refer to [HR Delegations](#) and [Finance Delegations](#)

Delegated Level in accordance with CALHN's Delegation of Authority Document

Staff supervised: Direct NIL Indirect NIL

Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.

- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012 (SA)*.
- *Information Privacy Principles Instruction*.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement

to demonstrate appropriate behaviours which reflect a commitment to both CALHN and the broader SA Health values and strategic directions.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Commitment:

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce. Our Reconciliation Action Plan guides, supports and holds us accountable as we uphold our values and focus on making reconciliation a reality. The plan can be found at centraladelaide.health.sa.gov.au.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Integrity Statement:

As a public sector employee, the incumbent will have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that the incumbent act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>HR Business Partnering and strategic management</p>	<p>Provide strategic HR partnering services across the LHN to ensure the achievement of operational business goals by:</p> <ul style="list-style-type: none"> • Mentoring members in the team to help develop strategic HR partnering skills and knowledge, contributing to succession planning within the team. • Providing executive and managers with expert advice and direction on, local workforce planning initiatives which supports local workforce priorities and critical shortage areas. • Providing strategic input and analysis of workforce statistics and Key Performance Indicators (KPIs) relevant to the clinical programs and local health network. • Encouraging a culture of positive employee relations, as well as supporting managers in resolving complex and sensitive matters. • Leading and providing expert advice and consultancy to leaders and discipline leads (Nursing, Medical, Allied Health) regarding the identification, development, implementation of strategic opportunities and solutions. • Advising and contributing to the development and implementation of HR strategies which improve workforce management and performance across the LHN. • Monitoring workforce procedures and practice standards including coordinating their review and development to ensure a consistent approach is developed and maintained. • Providing high level expert support to the executive and managers in the appropriate management of critical, complex and sensitive matters and in the resolution of conflict, under-performance, misconduct, grievances, complaints, internal reviews and investigations. Liaising, consulting and negotiating with key stakeholders involved in the case management of critical, complex and sensitive cases. • Coordinating and undertaking research and investigations into complex human resource operational tasks, including grievances, appeals and reclassification assessments and providing reports and recommendation to management. • Providing effective management of excess workers and in collaboration with WHS and Injury Management consultants with respect to the management of work injured employees. • Facilitating and developing a client focussed business partnership approach to the delivery of HR consultancy and advice services within respective Programs. • Researching complex employee relations issues and preparing reports and responses to senior management, including Ministerial correspondence. • Providing independent, objective and expert support and advice on complex and sensitive matters that impact on SA Health and/or CALHN business operations. • Developing strategies and facilitating/negotiating outcomes relevant to industrial matters in collaboration, where necessary with the Manager, HR Operations to identify risks and mitigations.

	<ul style="list-style-type: none"> • Developing strategic interventions for team effectiveness and dynamics to find and/or facilitate appropriate outcomes. • Co-leads the implementation of proactive workforce strategies and interventions within services across the designated Programs/ professional groups in order to drive continuous improvement, performance and accountability and a culture that assures the achievement of the organisational workforce goals and objectives. • Analyse a range of data and trends and provide reports to Executive with options on how to address emerging issues at program leadership meetings.
<p>Change management / Project Management</p>	<ul style="list-style-type: none"> • Providing expert advice with respect to organisational design. Review and participate in the development and implementation of appropriate change management programs within the program or across the whole LHN. • Provide expert human resource management advice in relation to restructure and change projects including embedding human resource management principles in the change, applying industrial principles of consultation and helping leaders to manage the impact of change. • Identify, developing, and delivering project management services and advice to address operational needs such as restructuring, implementation of new policy and/or procedures, recruitment drives, etc. • Work collaboratively with teams involved in examining existing policies and practices and work closely with key stakeholders to achieve operational validity. • Ensure effective management of major or complex organisational projects by preparing project documentation including business cases, project plans, schedules and reports. • Significantly contribute to the development and implementation of relevant Government human resource programs and initiatives within the program or across the LHN. • Coordinate processes so that organisational plans and procedures remain 'live' and are regularly reviewed. • Understand and apply contemporary industry developments in providing high quality strategic advice towards human resource management practices across the organisation. • Contributing to the development, implementation and evaluation of SA Health wide human resources plans and policies, ensuring local implementation is tailored to suit the needs of the LHN. • Developing, implementing and evaluating significant workforce projects which may be at an LHN or SA Health-wide level.
<p>Stakeholder Relationship management</p>	<p>Establish positive working relationships with key internal and external stakeholders, and conduct high level liaison and negotiation to support LHN objectives by</p> <ul style="list-style-type: none"> • Developing and maintaining professional working relationship with key internal and external stakeholders and strategic linkages across the health unit. • Identifying stakeholders and facilitate appropriate engagement to ensure outcomes meet organisational objectives. • Develop and maintain strong working relationships and alliances within

	<p>and outside CAHLN to achieve workforce planning objectives.</p> <ul style="list-style-type: none"> • Ensuring that service provision and the activities are customer focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of clients. • Ensuring the establishment and maintenance of an effective consultative industrial network with relevant health system staff. • Initiating, developing and maintaining appropriate working relationships with other agencies to ensure appropriate integration of wider Government objectives and expectations.
<p>Continuous Improvement</p>	<p>Ensure continuous improvement across the HR function through</p> <ul style="list-style-type: none"> • Playing a lead role in the enhancement of existing process, practices and work with others to develop contemporary approaches to human resource management. • Developing methods of monitoring and evaluating the quality of HR service delivery. Providing education in broad human resource management issues. • Contributing to a culture of continuously reviewing and improving planning, policies, services and programs. • Identifying performance bottlenecks, duplication and inappropriate processes. • Participating in the development and application of whole of Health HR policies and procedures, ensuring the implementation of relevant requirements resulting from the introduction of Enterprise Bargaining Agreements and Award variations at the local level. • Ensuring effective systems and resources are in place to support continuous quality improvement and achieve/maintain CALHN accreditation and compliance to National Safety & Quality Standards. • Leading, developing and fostering a positive work culture which is based on SA Health and CALHN values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- NIL

Personal Abilities/Aptitudes/Skills:

- Highly developed interpersonal skills together with proven abilities in liaising, consulting and negotiating complex and sensitive issues.
- Proven ability to manage competing priorities and deadlines in a timely manner.
- High-level conceptual and analytical skills with the ability to research and undertake sensitive and/or complex investigations and projects (including risk management) critically examining, analysing and summarising information, and to develop and report on appropriate policies, strategies and solutions.
- High level interpersonal skills which result in effective collaboration with and development of productive working relationships with peers, staff and stakeholders and the ability to interact confidently and employ astute perception and strong listening skills.
- Ability to work independently under broad direction only and to manage projects, including identifying performance outcomes, planning activities and setting priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations.
- Highly advanced written, oral and verbal communications skills, with demonstrated written skills in board and executive papers.
- An ability to manage to the spirit and principles of the Premier's safety Commitment and the legislative requirements of the Occupational Health Safety and welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

Experience:

- Significant experience in providing expert advisory and specialist consultancy services to senior management in a range of general Human Resource matters, including advising on, interpreting and administering legislative and policy requirements and representing an organisation in complex/appeal matters.
- Significant experience in the implementation, review and on-going development/improvement of organisational frameworks, programs and strategies to support broad corporate and government goals and objectives.
- Practical experience to successfully initiate and implement innovative workforce management strategies in a changing environment.

Knowledge:

- Knowledge of the machinery of government, policies, procedures, systems and processes.
- Sound understanding of contemporary HR Practices and approaches, Human resource management and procedures and their application with the SA Public Sector, including awards, guidelines, EB Agreements and Codes of Practice, OHS & W, EEO, performance management processes, disciplinary management processes and quality improvement principles and procedures.
- Knowledge of the legislative frameworks within which workforce management operates.
- Awareness of National Safety and Quality Health Service Standards

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- Tertiary qualifications in Human Resource Management or related discipline.

Personal Abilities/Aptitudes/Skills Experience

- Experience in planning, developing and implementing policies.
- Sound experience in a Senior HR Business Partnering role within the SA Public Sector and/or SA Health.

Knowledge

- Knowledge of the South Australian Public Health System and the industrial and political challenges.

Organisational Context

Organisational Overview:

At CALHN we are shaping the future of health with world-class care and world-class research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world within five years.

We are part of SA Health, which is the brand name for the public health system. As a system SA Health's mission is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Strategic Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Central Adelaide Local Health Network:

Established in July 2011, CALHN is one of five Local Health Networks (LHNs) in South Australia and we are accountable to the Central Adelaide Local Health Network Governing Board. Our board has oversight of our strategy, risk management, governance and performance, and works with our Chief Executive Officer to provide strategic direction for our network.

CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including SA Medical Imaging (SAMI), SA Pathology SA Pharmacy and BreastScreenSA, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high-quality patient care is our number one priority, underpinning our goals is good governance, improved patient experience, business operations, efficiency and financial performance and more accountable and contemporary ways of working.

To find out more about CALHN visit centraladelaide.health.sa.gov.au.

Values and behaviours

Central Adelaide Local Health Network Values

Our values, together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. They guide our decisions and actions.

Values	Behaviours
<i>People first</i>	<ul style="list-style-type: none">- I am there for my patients and colleagues when they need me most.- I put myself in my patients and colleagues shoes to understand their needs.- I go out of my way to make sure my patients and colleagues achieve the best outcome and have a great experience.- I respect uniqueness in my colleagues, our patients and their families.
<i>Ideas driven</i>	<ul style="list-style-type: none">- I look and listen to ensure I fully understand the problem and find a solution.- I look for ways to break-down barriers and silos to hear new perspectives and solve complex problems.- I invest in my own learning and look for opportunities to explore and introduce new ideas.- I am interested in critical research and how it informs creative thinking.
<i>Future focussed</i>	<ul style="list-style-type: none">- I embrace leading practices and use them to evolve our ways of working.- I lead and support change to improve patient and organisational outcomes.- I am constantly on the look-out for opportunities to improve.
<i>Community minded</i>	<ul style="list-style-type: none">- I put my hand up to lead work that matters.- I am accountable and focused on value.- I value and champion diversity.- I embrace collaboration and constructive partnerships.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of CALHN as described within this document.

Name:

Signature:

Date:
