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## SA Health Job Pack

<b>Job Title</b>	Human Resources Business Partner
<b>Job Number</b>	633387
<b>Applications Closing Date</b>	26/10/18
<b>Region / Division</b>	Central Adelaide Local Health Network
<b>Health Service</b>	The Queen Elizabeth Hospital and The Royal Adelaide Hospital
<b>Location</b>	Adelaide metro
<b>Classification</b>	ASO-5
<b>Job Status</b>	Full-time temporary for 12 months
<b>Indicative Total Remuneration*</b>	\$83,509/\$93,437

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

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# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Human Resources Business Partner
<b>Classification Code:</b>	ASO5
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)
<b>Hospital/ Service/ Cluster</b>	CALHN
<b>Division:</b>	People & Culture
<b>Department/Section / Unit/ Ward:</b>	Corporate
<b>Role reports to:</b>	Manager, People & Culture
<b>Role Created/ Reviewed Date:</b>	March 2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Human Resources Business Partner works with limited direction, exercises judgement and decision making in the delivery of a broad range of human resource management services which target current and future organisational needs. This requires working closely with business leaders and/or line managers to identify and achieve shared organisational objectives.

The HR Business Partner supports the implementation of proactive workforce strategies and interventions within services across the designated portfolio(s) in order to drive continuous improvement, performance and accountability and a culture that assures the achievement of the organisational workforce goals and objectives.

The HR Business Partner works in partnership with the Manager, People & Culture to provide support to Executives, Directors and Senior Managers which contributes to the achievement of SA Government, SA Health and Central Adelaide LHN strategic goals and priorities.

As a member of the broader People and Culture team the HR Business Partner identifies business risks and provides support and advice on complex matters to the team.

### Direct Reports:

> Nil

### Key Relationships/ Interactions:

#### Internal

- Reports to the Manager, People & Culture.
- Works collaboratively and in partnership with other Managers and staff within the People & Culture Division;
- Works closely with Executives, Directors and Senior Managers, other HR, WR, WHS
- Specialists, Business Support and change teams within the Division and with other relevant stakeholders;
- Partners with Executives, Directors and a diverse range of heads of departments or leaders.
- Maintains effective relationships with employees.
- Represents SA Health on whole of government committees and forums.
- Participates as a member of the People & Culture Team.

#### External

- 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:

- > Supporting a large, complex client base which has significant employee association demands.
- > Influencing and assisting leaders to deliver effective decisions to support the current and future workforce requirements.
- > Supporting a significant change and reform agenda.
- > Managing multiple historical and significant matters.

### Delegations:

- > Nil

### Resilience:

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

### 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 SA Health values and strategic directions.

### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures 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 Guidelines for Health Care Workers in South Australia 2014*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

### **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.

**Special Conditions:**

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Delivery of proactive services and support in HR Management, Planning and Implementation.	<p>Provide strategic HR services across the designated portfolio(s) to ensure the achievement of operational business goals by:</p> <ul style="list-style-type: none"> <li>&gt; Participating with line managers in local workforce planning initiatives in line with the SA Health wide Workforce Planning framework, which supports local workforce priorities and critical shortage areas.</li> <li>&gt; Providing input and analysis of workforce statistics and Key Performance Indicators (KPIs) relevant to the local health site.</li> <li>&gt; Encouraging a culture of positive employee relations, as well as supporting managers in resolving complex and sensitive matters.</li> <li>&gt; Providing sound advice and consultancy to leaders regarding the identification, development, implementation of strategic opportunities and solutions.</li> <li>&gt; Contributing to the development and implementation of HR strategies which improve workforce management and workforce performance.</li> <li>&gt; Participate in the review and development of HR practices to ensure a consistent approach is developed and maintained.</li> <li>&gt; Providing sound advice with respect to organisational design and review and participating in the development and implementation of appropriate change management programs.</li> </ul>
HR Business Partnering, consultancy and advice.	<p>Provide sound human resource advice to leaders and staff across the designated portfolio by:</p> <ul style="list-style-type: none"> <li>&gt; Exercising decision making, judgement including provision of advice and support to the executive and managers in the sensitive and appropriate management and resolution of conflict, under-performance, misconduct, grievances, complaints and investigations.</li> <li>&gt; Undertaking research and investigations into complex human resource operational tasks, including grievances, appeals and remuneration assessments including developing reports and recommendation to management.</li> <li>&gt; Liaising, consulting and negotiating with key stakeholders involved in the case management of general cases, and if they are complex, seek direction from Senior HR Business Partner or refer to Senior HR Business Partner.</li> <li>&gt; Providing effective management of excess workers in collaboration with WHS and Injury Management consultants with respect to the management of work injured employees.</li> <li>&gt; Facilitating and developing a client focussed business partnership approach to the delivery of HR consultancy and advice services within respective portfolios.</li> <li>&gt; Researching complex human resource and employee relations issues and preparation of reports and responses to senior management, including Ministerial correspondence.</li> <li>&gt; Providing independent, objective and support and advice on complex and sensitive matters that impact on SA Health and/or Central Adelaide LHN business operations.</li> <li>&gt; Providing HR leadership, coordination and support in relation to restructures and reorganisations.</li> <li>&gt; Providing sound contribution 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 site.</li> </ul>
Project Management	<p>Support workforce planning and strategy development specific to the needs of the designated portfolio(s) by:</p>

	<ul style="list-style-type: none"> <li>&gt; Identifying and providing project management services and advice to address operational needs such as restructuring, implementation of new policy and/or procedures and recruitment initiatives</li> <li>&gt; Provide assistance with operational human resource project management, advice and services that result in improved human resource service delivery and best practice human resource processes and systems.</li> <li>&gt; 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.</li> <li>&gt; Contribute to significant workforce projects which may be at a LHN or SA Health-wide level.</li> <li>&gt; Providing input and analysis of workforce statistics and Key Performance Indicators (KPIs).</li> </ul>
Continuous Improvement	<p>Facilitate continuous improvement across the HR function through:</p> <ul style="list-style-type: none"> <li>&gt; Participating in the development and application of Health HRM policies and procedures including implementing relevant requirements resulting from the introduction of Enterprise Bargaining Agreements and Award variations at the local level.</li> <li>&gt; Actively participating and promoting a culture of risk awareness and responsiveness in relation to workforce risks.</li> <li>&gt; Providing advice and support to HR related aspects of quality accreditation processes.</li> <li>&gt; Contributing to the identification of key performance indicators and best practice benchmarks that will promote the development of improvements in efficiency in HR performance.</li> <li>&gt; Maintaining internal and external relationships to capitalise on the knowledge of others. Also contributing in this way in other forums and associations.</li> <li>&gt; Developing and recommending enhancements to procedures, practice guidelines and quality indicators aligned with SA Health Workforce requirements and local area needs.</li> <li>&gt; Developing and implementing strategies to improve customer service and relationships.</li> </ul>
Learning & Development	<p>Support the upskilling of People and Culture team members and leaders across the Central Adelaide Local Health Networks through:</p> <ul style="list-style-type: none"> <li>&gt; Contribute to the provision of accurate and relevant information through building knowledge capacity across the People and Culture team.</li> <li>&gt; Participating in the provision of information and training to line managers and staff on contemporary, accountable people management issues, legislative compliance requirements and industrial regulations.</li> <li>&gt; Assisting in the design and implementation of internal leadership training programs that targets specific areas identified through business partnering.</li> </ul>
Divisional Effectiveness	<p>Ensure the delivery of customer focussed People &amp; Culture activities and projects by:</p> <ul style="list-style-type: none"> <li>&gt; Operating within SA Health wide Workforce policies and procedures which lead to a standardised, best practice system of Human Resource Management service provision across SA Health.</li> <li>&gt; Participate in a culture, which is highly responsive to the needs of our business partners and external clients.</li> </ul>



## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- N/A

#### **Personal Abilities/Aptitudes/Skills:**

- Effective interpersonal, interaction and astute perception skills and abilities that engender the trust and confidence of management, staff and other stakeholders resulting in effective collaboration and productive working relationships with peers, staff and stakeholders.
- Ability to work independently, under limited direction including identifying performance outcomes, and setting priorities to achieve objectives and meet deadlines, often in a context of competing priorities and expectations.
- 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.
- Demonstrated ability to influence and assist staff through organisational change and development.

#### **Experience**

- Experience in providing sound advisory and 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 the organisation during complex employee relations processes.
- Experience in the development, implementation and evaluation of best practice policies, procedures, strategies and/or initiatives designed to improve human resource management practices.
- Experience in the provision of generalist human resource administrative services and functions, including classification management, performance management, disciplinary processes and investigations, projects, report writing and strategies that support SA Health and local site specific goals and objectives.
- Demonstrated experience in the development, delivery and evaluation of HR related training.

#### **Knowledge**

- Possess a 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, WHS, EEO and performance management processes and quality improvement principles and procedures.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- Post secondary qualification in a Human Resource Management or a related field.

#### **Personal Abilities/Aptitudes/Skills:**

- Ability to lead and inspire staff by modelling high standards of work performance, provide leadership in the creation of ideas and innovation and clearly communicate the strategic direction of the organisation.

#### **Experience**

- Experience in the provision of human resource consultancy services within the health sector.

#### **Knowledge**

- N/A

## Organisational Context

### Organisational Overview:

Our mission at SA Health 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### 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 Care 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:

Central Adelaide LHN is responsible for promoting and improving the health of central metropolitan Adelaide and the broader community by providing integrated health care and hospital services. Central Adelaide LHN brings together the hospitals of (Royal Adelaide Hospital [RAH] as a major tertiary facility, The Queen Elizabeth Hospital [TQEH] as a general hospital, and our rehabilitation hospitals Hampstead Rehabilitation Centre [HRC] and St Margaret's Rehabilitation Hospital [SMRH]), and a significant number of mental health and primary health care services. Central Adelaide LHN also governs a number of statewide services including SA Dental Service, SA Prison Health Service, BreastScreen SA and DonateLife SA, and has financial administrative responsibility for Statewide Clinical Support Services incorporating SA Pathology, SA Medical Imaging and SA Pharmacy.

### Health Network/ Division/ Department:

The People and Culture team provides business focused support to the Central Adelaide Health Network through the provision of a range of HR related services delivered via a business partnering model.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### 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 SA Health as described within this document.

**Name:**

**Signature:**

**Date:**