

Department of State Growth

Statement of Duties

Position Title:	Business Partner
Position number:	371716
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 6
Division/branch/section:	Business Services / People and Culture
Location:	Hobart
Employment status:	Flexible
Supervisor:	Manager Business Partnering and Workforce Strategy

Position Objective

The Business Partner provides and delivers a broad range of people and culture consultancy services and initiatives to managers and employees and works closely with business units to assist in identifying and managing human resource needs. The position provides high level advice to the Manager and /or Director People and Culture and is also responsible for implementing a range of initiatives and practices.

Major Duties

- Provide business partnering services that demonstrate and promote a client service culture, the department's values and empowers managers to deliver effective people management and workforce strategy objectives.
- Provide expert advice and develop successful outcomes in workforce planning, recruitment, change management, performance, job design and classification and organisational development.
- Provide value-added expertise, coaching and support to manager and investigate and resolve a range of complex case management matters including workplace conflict, unsatisfactory performance, absence management and/or other sensitive matters.
- Collaborate proactively with portfolio managers to understand their workforce requirements and business priorities to develop future workforce capability and succession plans.
- Work with portfolio areas to implement, educate and embed, at a business unit level, a range of people management practices, policies and programs to improve business outcomes.
- Participate in and / or manage cross-functional initiatives, as determined in the People and Culture Business Plan.
- Prepare high level correspondence, reports, proposals, plans, discussion papers and recommendations that are accurate and succinct relating to human resource management.

- Participate and contribute to relevant departmental and divisional management forums, represent the department on relevant human resource management, committees and working groups.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

This role reports to the Manager Business Partnering and Workforce Strategy and exercises a high degree of autonomy in performing the core functions and providing timely and accurate advice which may influence decisions and approaches adopted by portfolio areas.

The occupant will consult with the manager and/or Director People and Culture to agree on appropriate course of action in matters that are complex and have the potential to have broader implications for the agency.

The occupant will be required to stay abreast of best practice and business partnering approaches to identify emerging trends and provide expert advice on contemporary people management practices.

To effectively influence the occupant is required to develop and maintain networks across a broad range of stakeholders and contemporaries both within and external to the department and maintain collaborative working relationships.

The role exercises considerable professional judgement to ensure that competing and conflicting business priorities are met within agreed timeframes and to the required standard. Competing priorities are often impacted by non-negotiable deadlines and compliance requirements, requiring the occupant to influence and manage stakeholder demands. It is an expectation that a professional consistent and reliable approach to stakeholder engagement is achieved and authoritative advice delivered.

The role is required to work flexibly and collaboratively across the People and Culture team and broader Business Services Division to meet business needs and deliver an integrated service and/or product. This is key to the delivery of quality advice and initiatives that support performance and business improvement across the Agency,

Selection Criteria (Knowledge and Skills):

- High level knowledge of, and expertise in the delivery of contemporary human resource functions and demonstrated awareness of contemporary developments in human resources and people management.
- Demonstrated experience in coaching and supporting managers dealing with complex HR issues such as workplace conflict, performance, disciplinary matters and return to work, as well as providing strategic HR solutions.
- Proven stakeholder management and interpersonal skills, including an ability to effectively consult, negotiate, influence and build relationships with diverse stakeholders and to work effectively in a team environment.
- Highly developed analytical, conceptual and reasoning skills with the capacity to think strategically and balance competing priorities and conflicting interests whilst understanding the political, social and organisational environment that is subject to competing priorities, ambiguity and change.

- Demonstrated customer focus in delivering services including the ability to anticipate and identify emerging issues and critical relevant points to provide practical and positive solutions and advice which reflects business needs.
- High level written communication capability with attention to detail that results in the production of clear, concise and accurate people management advice targeted to both specialist and non-specialist audiences.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- A relevant qualification in human resource management or related discipline

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a

workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
