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## SA Health Job Pack

Job Title	Senior HR Business Partner
Eligibility	Open to Everyone
Job Number	877531
Applications Closing Date	20/9/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	BHFLHN People and Culture
Location	Location negotiable
Classification	ASO6
Job Status	Temporary Full-time position (up to 12 months)
Salary	\$98,478 to \$104,165 p.a.

## Contact Details

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## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - 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.

# Immunisation

## ***Risk Category B (indirect contact with blood or body substances)***

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

## 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Human Resources Business Partner
<b>Classification Code:</b>	ASO6
<b>LHN/ HN/ SAAS/ DHA:</b>	Barossa Hills Fleurieu Local Health Network
<b>Division:</b>	People and Culture
<b>Role reports to:</b>	Director People and Culture
<b>Role Created/ Reviewed Date:</b>	Reviewed August 2024
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Senior Human Resource (HR) Business Partner is accountable to the Director, People and Culture for providing high level and expert consultancy services to executive and senior managers regarding HR management, HR development and employee relations.

The incumbent will be responsible for establishing productive working relationships and will work in partnership with designated groups and assist in the resolution of complex and sensitive operational HR issues in accordance with relevant industrial instruments and SA Health Workforce policies and procedures.

The Senior Human Resource Business Partner plays an important role in assisting these groups to become more self-sufficient in a range of HR management responsibilities and to adopt a continuous improvement approach to the management of their staff.

The Senior Human Resources Business Partner actively influences the direction of HR Management practices, processes and policy by researching, assessing and responding to policy issues and identifying emerging trends and risks in human resources. The incumbent will recommend strategies on a diverse range of complex and sensitive matters which will include preparation of concise written reports containing sound recommendations.

### Direct Reports:

> Nil

### Key Relationships/ Interactions:

#### Internal

- > The incumbent will build strong networks across BHFLHN and will consult with relevant staff and provide leadership, training, support and mentoring to staff as required.
- > Develops strong links with Regional LHN People and Culture teams and the Rural Support Service to ensure comprehensive and quality HR service delivery and outcomes.

#### External

- > The incumbent will build working relationships with relevant officers of employee representative organisations.

**Challenges associated with Role:**

Major challenges associated with the role include:

- > Operating within a complex multifaceted system comprising multiple industrial agreements and employee representative organisations.
- > Initiating and identifying strategic and operational outcomes, while concurrently managing differing needs and projects across the organisation
- > Dealing with significant change.
- > Broad geographical spread of client group.
- > Providing advice to senior management when resolving issues and conflicts and developing solutions in a manner that is objective, rational and consistent, while also being sensitive to different procedures and cultures within the organisation.

**Delegations:**

- > HR Delegations – Level 6

**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.

**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.

**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 Policy Directive.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA).*
- > *Information Privacy Principles Instruction.*
- > *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.*
- > *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.*
- > *SA Health Respectful Behaviour (including management of bullying and harassment) Policy.*
- > *SA Health / Barossa Hills Fleurieu Local Health Network Inc. policies, procedures and standards.*

**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 Statement:**

Barossa Hills Fleurieu Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit. > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue.
- > 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.
- > Incumbent must hold a current Drivers Licence and have a willingness to drive long distances.
- > Intra State travel will be required.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
HR Consultancy and Advice	<ul style="list-style-type: none"> <li>&gt; Provide expert HR support to the Executive and senior managers to ensure sensitive and the appropriate management and resolution of conflict, under-performance, misconduct, grievances, complaints and investigations.</li> <li>&gt; Ensure HR advice and consultancy services are business and client focussed to support the achievement of the health site and BHFLHN business objectives.</li> <li>&gt; Maintain sound business relationships and contributing to a culture of positive employee relations at a local level.</li> <li>&gt; Provide expert advice, assistance and support to managers with discussions with employee associations, staff and work site representatives.</li> <li>&gt; Undertake research and investigations into complex HR matters and write reports and briefings with appropriate recommendations to management.</li> <li>&gt; Manage the analysis and distribution of workforce statistics and Key Performance Indicators relevant to the health units across the LHN and compile reporting and recommendations for BHFLHN Leadership.</li> <li>&gt; Providing effective management of excess workers and supporting RSS Injury Management Consultants with respect to the management of work injured employees.</li> <li>&gt; Provide information and training to line managers and staff on contemporary, people management issues, legislative compliance requirements and industrial regulations.</li> </ul>
Planning and Strategy	<ul style="list-style-type: none"> <li>&gt; Provide expert input into the development, implementation and application of best practice HR management processes, programs and initiatives with health units, People &amp; Culture or across BHFLHN.</li> <li>&gt; Provide expert advice with respect to organisational design and review and participating in the development and implementation of appropriate change management programs.</li> <li>&gt; Participate 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; Contribute to the implementation and evaluation of SA Health wide human resources plans, policies and new initiatives.</li> </ul>
Quality and Continuous Improvement	<ul style="list-style-type: none"> <li>&gt; Contribute to the development, implementation and facilitation of organisational development activities and training programs.</li> <li>&gt; Identify opportunities for improvement in People and Culture activities and service provision.</li> <li>&gt; Contribute to BHFLHN quality programs and Accreditation processes.</li> <li>&gt; Implement and abiding by procedures, practices, guidelines and quality indicators.</li> </ul>
Effective Operation of the People and Culture Team	<ul style="list-style-type: none"> <li>&gt; Contribute to the development of an integrated team approach and inclusive culture which is highly responsive to the needs clients and the business.</li> <li>&gt; Demonstrate appropriate behaviours which reflect a commitment to the BHFLHN values and strategic directions.</li> <li>&gt; Undertake training as required to attain and maintain required competency of skills and knowledge applicable to the role.</li> </ul>

<p>Contribute to the understanding and application of SA Health policies and procedures</p>	<ul style="list-style-type: none"><li>&gt; Supporting values that respect historical and contemporary Aboriginal cultures so that Aboriginal people are recognised as having a special connection with the State.</li><li>&gt; Ensuring the needs of all cultures are met through the provision of appropriate services.</li><li>&gt; Ensuring compliance with relevant law and South Australian Government and SA Health policies.</li><li>&gt; Contributing to counter disaster planning and preparedness as required.</li><li>&gt; Assisting with and supporting any internal or external audit processes.</li><li>&gt; Ensuring the promotion and implementation of the General Public Sector Managements Aims, Personnel Management Standards and employee conduct standards – in particular, Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements and demonstrating a commitment to the Premier’s Safety Commitment.</li></ul>
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## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications

- > N/A.

#### Personal Abilities/Aptitudes/Skills:

- > Demonstrated high level interpersonal, written and verbal communication skills and the ability to articulate and present complex concepts clearly and concisely and negotiate successful outcomes.
- > Demonstrated ability to work in a politically sensitive environment and manage complex issues with tact and diplomacy, to achieve mutually beneficial outcomes.
- > Demonstrated ability to work independently under broad direction, as well as collaboratively within a team, and ensure that confidentiality and sensitivity are the cornerstones of daily interactions.
- > Demonstrated ability to conduct detailed and complex research, identify and analyse critical issues, formulate and implement innovative and appropriate solutions.
- > Demonstrated understanding of leadership and management principles with the ability to motivate and influence others and appropriately manage conflict.
- > Proven ability to use initiative and work collaboratively with a range of stakeholders to resolve complex issues in an innovative and creative way.
- > Demonstrated ability to manage high volumes of work to a high standard, within tight timeframes and use initiative and judgement to respond to changing circumstances and priorities.
- > Ability to engage with Aboriginal community/consumers in a culturally appropriate manner and a willingness to undertake further training in this area.

#### Experience

- > Significant experience in providing expert strategic and operational advice to senior management on a range of general HR matters, including representing the organisation during complex employee relations processes.
- > Proven experience in the delivery of HR services and organisational development projects, programs and strategies which support SA Health and local site specific goals and objectives.
- > Significant experience in implementing and applying change management methodologies, and associated tools and techniques.
- > Proven experience in interpreting and advising on industrial agreements, legislation and policies, and applying them successfully to deliver business outcomes.
- > Experience in the development, implementation and evaluation of best practice policies, procedures, strategies and/or initiatives designed to improve change management practices.
- > Demonstrated experience in managing complex and sensitive projects.
- > Experience working with Aboriginal consumers/staff.

#### Knowledge

- > Employees must understand their responsibility to maintain the integrity, confidentiality and security of official information for which they are responsible. Employees will also ensure that the privacy of individuals is maintain and will only access and/or release information in accordance with the requirements of their role, relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- > Sound understanding of contemporary HR practices and approaches, human resource management and procedures and their application with the SA Public Sector, including Awards and Agreements, Codes of Practice, WH&S, EEO and performance management processes and quality improvement principles and procedures.
- > Sound understanding of the impact of change and organisational development approaches.
- > Knowledge of research methodologies, project planning and evaluation processes.
- > General understanding of Aboriginal culture and possess a willingness to expand knowledge in this area.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Degree qualification in a Human Resource Management or a related field.

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

- > Knowledge and understanding of relevant HR legislative and regulatory frameworks applicable to SA Health.

### **Experience**

- > Demonstrated experience in the development, delivery and evaluation of HR related training.
- > Experience in using CHRIS.

## 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 Wellbeing.

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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern 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.

### Health Network/ Division/ Department:

Barossa Hills Fleurieu Local Health Network has an expenditure budget of around \$280 million and an employed workforce of over 2000.

The LHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.

The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community based services.

A range of clinical services are delivered including Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.

The Rural and Remote Mental Health Service at Glenside, Adelaide, provides services to the region with a team including psychiatrists, psychologists, social workers, occupational therapists and mental health nurses. There are also specialist youth mental health clinicians and access to specialist older persons mental health services.

The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service. The RSS supports all six regions LHNs by bringing together a number of specialist clinical and corporate advisory functions focused on improving quality and safety.

## Values

### Barossa Hills Fleurieu LHN 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 Local Health Network:

- > We are committed to the values of trust, respect, integrity, collaboration and kindness.
- > We value care, excellence, innovation, 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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**