

Department of State Growth

Statement of Duties

Position Title:	Advisor, Business Partnering
Position number:	372774
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 5
Division/branch/section:	Business Services, People and Culture
Location:	South
Employment status:	Flexible
Supervisor:	Manager Employment Advisory Services and Policy

Position Objective

The Advisor, Business Partnering is responsible for supporting the delivery of a client focussed operational and strategic human resource service across the department through the coordination of key People and Culture activities. The role collaborates with the Business Partners to ensure an integrated approach to service delivery and contributes to the development and delivery of contemporary people and culture initiatives and programs.

Major Duties

- Provide advice, support and solutions on a wide range of people matters through building and maintaining effective relationships with stakeholders and an understanding of the objectives of the department and operations of business areas.
- Support the business partnering function across a range of workforce management and planning, organisational change and employee relations matters.
- Manage and maintain internal systems and registers to ensure that services are delivered in a timely manner and in compliance with relevant legislative frameworks.
- Work collaboratively across the People and Culture branch to identify, develop and implement contemporary policies and processes, including self-service guidance material for managers and employees.
- Provide advice to managers on best fit recruitment practices including job analysis and design, the development of clear and concise statements of duties, attracting diverse and high-quality candidates and effective onboarding to build employee engagement, productivity and performance.
- Gather and use data, metrics and insights to identify trends and opportunities to build stakeholder capability and effective people-related decision making and change across the department.
- Prepare high level documentation including business cases, briefing papers, guidelines and reports, policies, and procedures.

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

The role reports to the Manager Employment Advisory Services and Policy and works closely with Business Partners and the Senior Consultant, Workplace Relations and Policy on a day-to-day basis. The occupant will deliver services across the department is expected to work independently using judgement and initiative to achieve outcomes.

The occupant will work in an environment that is fast paced and dynamic and will be required to work flexibly and collaboratively across the People and Culture branch to deliver an integrated and client-focussed service.

The role is predominately office based with some intrastate travel required.

Selection Criteria (Knowledge and Skills):

- Demonstrated knowledge and experience in a broad range of contemporary human resource management practices including recruitment and employment, workforce management, and employee relations matters.
- Experience in providing a solutions-focussed client service approach, with highly developed interpersonal skills including the capacity to engage, consult, and negotiate with a wide range of internal and external stakeholders.
- Demonstrated ability to collaborate with others, use sound judgement and work flexibly within a team environment that is subject to competing priorities, ambiguity and change.
- Analytical, conceptual and research skills with the ability to think critically, solve problems and balance priorities without direct supervision.
- High level written communication skills with demonstrated ability to prepare and present documentation that is accurate, articulate and concise.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- *Nil*

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 <https://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)
