



ROLE DESCRIPTION

Role Title:	Principal Business Partner and Team Leader
Classification Code:	ASO7
LHN/ HN/ SAAS/ DHW:	SAAS
Hospital/ Service/ Cluster:	SAAS
Division:	Workforce
Department/Section / Unit/ Ward:	Human Resources
Role reports to:	Human Resources Manager
Role Created/ Reviewed Date:	March 2024
Criminal and Relevant History Screening:	<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 Requirements:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Principal Business Partner and Team Leader is responsible to the HR Manager for leading and influencing the performance of the HR consultancy team to ensure that strategic advice is provided to the HR Manager and other SAAS managers which supports business objectives, organisational capability and workforce performance and improvement within SAAS. This will include liaison and advice to the HR Officers (Administration) in respect of enquiries that require analysis and/or broader consideration.

The role will be responsible for establishing and fostering constructive working partnerships between the SAAS HR consultancy team and Manager and Team Leaders across SAAS. This includes leadership in the delivery of the HR consultancy service to provide customised workforce solutions in human resources and employee relations performance conduct functions, review and updating of policies and procedures and best practice change management.

The Principal Business Partner and Team Leader will assist the HR Manager in ensuring that SAAS operates at an optimum level to meet commitments in relation to identified strategies, objectives, frameworks and governance.

Objectives will be achieved through collaborative working relationships within SAAS to ensure consistency of advice and continuity of service on all matters.

Direct Reports:

- > 2 X ASO 6 Senior Human Resource Consultants
- > 1 X ASO 5 Team Leader HR Support and Workforce Data

Key Relationships/ Interactions:

Internal

- > Liaises with and collaborates with Team Leaders, Managers and all employees across SAAS.
- > Works closely across the HR Team and other staff across the Workforce function in SAAS.

External

- > The incumbent has stakeholder relationship management with:
 - SA Health
 - Crown Solicitor's Office, Attorney-General's Department
 - Office for the Commissioner for Public Sector Employment
 - Relevant employee associations
 - Shared Services SA
 - Super SA
 - Maxxia (and other salary sacrifice organisations)

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Operating within a multifaceted system and managing competing priorities in a dynamic environment.
- > Providing workforce advice at various levels of complexity.
- > Leading the HR consultancy team whilst ensuring the broader business direction of SAAS is maintained.

Delegations:

- > As set out in the *Human Resource Instrument of Delegations: Level 4*

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Effective Leadership	<ul style="list-style-type: none">> Lead the HR consultancy and Team Leader HR Support and Workforce Data to support provision of those services in a manner that is customer focused, professional and effectively conducted in an integrated and collegial team.> Ensure collaborative working relationships are developed and maintained with SAAS Managers and Team Leaders and employees to ensure consistency of advice and continuity of service on HR consultant service matters.> Lead, develop and foster a positive work culture within your team which is based on SAAS values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.

<p>Consultancy Advice</p>	<ul style="list-style-type: none"> > Ensure alignment of all HR consultancy service systems, processes, and frameworks to achieve strategic and operational business success consistent with identified objectives and governance. > Providing advice with respect to organisational design and review. > Ensure expert advice and contribution is delivered to the review, development, implementation and evaluation of HR policies and procedures that support the achievement of departmental and whole of government objectives. > Provide strategic advice, influence and coaching to your team, Managers and Team Leaders to build their capability in local HR matters; effective engagement with employees and planning for future capability needs. > Operating within Workforce Policies and Procedures which lead to a standardised, best practice system of Human Resource service provision across SAAS. > Ensuring that advice and consultancy services are client focussed and supports the achievement of the business objectives of the Directorate and SAAS.
<p>Continuous improvement</p>	<ul style="list-style-type: none"> > Ensure best practice and risk mitigation in leading the consultancy with innovative solutions for HR / workforce process issues. > Facilitate, guide and support organisational change processes, effective for the performance and development of activities and selection processes that are rigorous and fair. > Lead and develop the Senior HR Consultants to be strategic partners, adding value to the business through client-focussed HR consultancy and advisory services. > Plan, coordinate and manage a range of change management projects and initiatives, meeting business requirements that deliver timely, practical and innovative solutions across the business. > Contribute to the development and review of HR policies and procedures.

Knowledge, Skills and Experience

Essential minimum requirements:

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Strong leadership skills and proven ability to influence others to work together as a team to achieve objectives in a dynamic environment.
- > Analytical skills to identify solutions and problem solve.
- > Strong interpersonal and communication skills which demonstrate a capability to build and maintain relationships with diverse stakeholder groups.
- > Well-developed facilitation, influencing, negotiation and networking skills.
- > Ability to prioritise and manage competing demands through a flexible 'problem-solving' approach to human resource and employee relations matters.

Experience:

- > Experience in the provision of Customer Focussed Workforce services that foster collaboration and continual improvement.
- > Experience in managing the development and implementation of a range of Workforce initiatives designed to contribute to the organisation's strategic direction and improve organisational effectiveness.
- > Experience providing successful workforce related services to executive and senior management level customers.

Knowledge:

- > Demonstrated knowledge and experience in the interpretation and implementation of legislation, policies and procedures relating to human resources.
- > Demonstrated knowledge of government legislation, policies and systems and contemporary human resource principles and practices, and their application with the SA Public Sector.

Desirable:

- > An appropriate tertiary qualification or experience in human resources management or a related discipline.

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 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.
- > Officer WHS Duties: As an WHS defined Officer you must exercise due diligence as per the *Work Health and Safety Act 2012* (SA).
- > As a WHS defined Officer for SA Health, exercise due diligence to ensure SA Health compliance with Section 27 of the *Work Health and Safety Act 2012* (SA), and take reasonably practicable steps to support health and safety culture, accountability, the allocation of resources and ensure compliance with legislative 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 (Aug 2017)*.
- > 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 and 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.

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.

Resilience:

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

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 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., Country Health SA 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 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.

SA Ambulance Service:

SA AMBULANCE SERVICE VISION

An innovative, patient focussed, technology enabled, evidence driven, emergency response and health care ambulance service; achieved by exceptional people.

PURPOSE

To ensure South Australia thrives by enabling access to emergency and non-emergency ambulance health care and alternative patient pathways while contributing to our State's emergency preparedness and health response capability.

Underpinning the SA Ambulance Service (SAAS) Strategic Directions are the agreed values that reflect patient focused, integrity and honesty, community collaboration, teamwork, respect and courtesy, change ready and authentic leadership. These values drive how we conduct our business and how we behave. We aim to uphold our values every day and recruit to those values. We will ensure we have a culture that is **Respectful, Inclusive, Supportive and Equitable (RISE)**.

Australia has one of the most culturally and ethnically diverse populations in the world. Having bi-lingual and bi-cultural employees can enhance the department's ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

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.

SA Ambulance Service Values



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 sector 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.

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

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date: