



Human Resources Business Partner - Level 6 (MPE26013)

Group:	<i>Dept of Mines, Petroleum and Exploration</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>Corporate Services</i>	Supervises:	<i>0</i>
Branch:	<i>People and Culture</i>	Reports to:	<i>Manager Engagement and Culture</i>
Section:	<i>NA</i>		

Operational Context

The People and Culture Branch leads the development and delivery of people-related services and initiatives, driving enhancements to organisational culture and employee wellbeing. This includes strategies and programs to attract, retain and develop employees, administering employee benefits programs, and supporting performance management and workplace conduct matters. These initiatives contribute to the successful achievement of our strategic plan through empowering our people and prioritising efficient and effective human resources practices and systems, the safety and wellbeing of our people and leadership capability.

Role Overview

This position partners with business areas to provide a high-level consultancy service across a broad range of HR functions, to ensure workforce capability to deliver strategic business objectives.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Partners with business areas and other specialised services to align human resource management strategies and practices with business strategies and outcomes.
 - Provides an advisory and consultancy service for line managers and employees on a range of employee relations matters including under performance, absenteeism, redeployment, grievances and standards of behaviour.
 - Case manages formal and complex employee relations matters, with a focus on resolution and effective management within relevant procedures while ensuring procedural fairness for all parties.
 - Provide advice and support to senior executive, managers and the Director General on options for resolving employee and industrial relations issues, and complex matters in the workplace.
 - Provides practical coaching and support to managers in all aspects of people management and leadership capability.
 - Provides support to managers to facilitate change and change management processes, team building and cultural development in line with departmental values.
 - Contributes to the development, implementation and on-going management of innovative strategies and plans for effective workforce planning through attraction, retention, management, and employee development.
 - Leads and/or supports the development, delivery and review/evaluation of HR initiatives, policies, programs, or complex HR projects.
 - Actively builds and sustains strategic relationships with all levels of management and leadership across the department.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Experience in a broad range of HR functions, developing and implementing innovative human resource strategies, policies, practices and systems within a multi-disciplinary services organisation.
- Experience in providing high level consultancy in organisational design, workforce planning, attraction and retention, and employee relations matters, based on contemporary human resource management practices, trends, and legislation including the preparation of supporting documentation and written advice.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leader of Others - Knowledge](#), the following outlines those that are required to undertake this role:

- **Build Capability** - You understand your role as a leader in fostering a healthy workplace across your team or work area that aligns with creating a positive culture in the sector.
- **Deliver on High Leverage Areas** - You demonstrate resilience and expertise to achieve results for your work area.
- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
- **Think Through Complexity** - You approach problems with curiosity, seek to understand and identify the root causes of problems and initiate solutions with confidence.
- **Dynamically Sense The Environment** - You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes.
- **Lead Adaptively** - You lead others through changes with strength and understanding, and support those who are challenged by change.
- **Embody The Spirit of Public Service** - You embody the spirit of public service by displaying empathy and compassion, integrity and humility.

This position reports to:

Manager Engagement and Culture

Position No: MPE25607 Classification: L7

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check
- Potential exposure to traumatic events and/or distressing materials

Approved Date

04-MAY-2026