



Job Description Form

Senior Human Resources Business Partner

Business Unit: Corporate Services

Branch: Human Resources

Position Number: AUD01454, AUD01455

Location: Perth CBD

Direct Reports: 0

Level: 6

Indirect Reports: 0

Organisational context

Corporate Services aims to demonstrate exemplary public sector corporate management in its delivery of communications, corporate governance, finance, human resources, and information technology that supports the effective and efficient delivery of the services of the Office of the Auditor General (OAG).

The purpose of human resources is to enable the OAG to achieve its objectives through its people.

Position statement

The Senior Human Resources Business Partner works directly with the Office, developing a trusted partnership to provide guidance, advice and support with their people challenges and opportunities. This includes identifying and implementing value adding people focused initiatives, solutions and improvements within business units; and providing leaders with coaching, mentoring, support and advice to effectively manage their people.

Leading Others

We believe all our people are leaders irrespective of their role. Leadership in this first formal leadership position is about motivating and enabling others to deliver high quality work that contributes to the agency.

Position responsibilities

- acts as the first point of contact for all people related matters within their nominated business units
- provides a comprehensive and responsive business partnering service, including but not limited to, attraction and retention, change management, unsatisfactory and substandard performance, grievance resolution, discipline and Fitness for Work
- supports leaders in the implementation of performance management processes, guidance on conflict and grievance resolution, return to work programs, and other people related case management
- leads the case management of investigation of claims of misconduct, grievances, performance management, and provide recommendations for resolution in line with relevant frameworks
- develops and implements strategies to attract, retain, develop and motivate a skilled workforce, and identify and develop processes to build workforce capability
- drives the implementation of organisational change processes and plans in collaboration with business units
- leads the development and implementation of business improvement projects and initiatives that enhance organisational performance and align with operational objectives
- drives the development and implementation of policies, procedures and the continuous improvement practices aligned with the Office
- proactively develops and maintains productive working relationships with internal and external stakeholders, to build strong partnerships and maintain a collaborative, innovative and values-based culture
- accurately interprets, applies and provides advice on relevant legislation, standards, awards, agreements, policies and procedures
- develops and delivers innovative and workable solutions that meet customer needs, enhance informed decision-making and improve work processes
- facilitates the development and delivery of presentations, training and workshops for human resource initiatives, practices, policies and procedures



- conducts research and supports the development of business cases, role statements, classification assessments and assessment reports ensuring standards and guidelines are maintained
- leads the delivery of human resource reporting requirements including compliance, corporate, statutory and annual reporting
- provides mentoring and support to other team members

Other

- applies the guidelines and principles of the Western Australian Public Sector Code of Ethics and the OAG's Code of Conduct.
- performs other duties as required.

Suitability requirements

Qualification requirements

- tertiary qualifications in human resources or related discipline or equivalent experience (desirable)

Job requirements

- significant experience across a broad range of people functions with the ability to provide sound advice and support to influence positive outcomes
- demonstrated ability to interrogate, interpret and present HR and workforce data to inform evidence-based decisions, coupled with a rigorous attention to detail that ensures the accuracy, integrity and compliance of HR advice, documentation and processes
- high-level initiative and the ability to think flexibly when interpreting human resource legislation, Public Sector Standards, policies and practice to address complex problems
- highly effective written and verbal communication, interpersonal and influencing skills with the ability to build and maintain effective relationships and partnerships

Leadership expected behaviours

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

- **Lead collectively** - You coach those you influence so they connect their work with the operations of the agency.
- **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 approach crucial conversations with consideration and confidence and discuss issues and problems thoughtfully.
- **Deliver on high leverage areas** - You identify obstacles early and navigate setbacks as they arise.
- **Build capability** - You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
- **Embody the spirit of public service** - You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work, thereby protecting your reputation and that of your team or work area, agency and the sector.
- **Lead adaptively** - You lead others through changes with strength and understanding, and support those who are challenged by change.

Position conditions

- appointment is subject to a satisfactory National Police Clearance.

Certification: