



Senior Human Resources Business Partner

Position Number: **Generic Level: 6**

ANZSCO: 223112

JOB DESCRIPTION FORM

THE ROLE

This position delivers a customer-focused business partnering service to staff in establishment, performance management, employee relations, workplace investigations, human resources policies, and grievance management strategies and programs aligned with DFES's strategic and operational goals.

The role requires a combination of strategic thinking and analysis, as well as the practical application of contemporary Human Resource (HR) Management principles to deliver a high-quality service that is tailored to meet its' designated stakeholders' needs.

REPORTING RELATIONSHIPS

ORG STRUCTURE:

Corporate Services
Human Resources and Safety
HR Business Partnering

THIS ROLE REPORTS TO

Assistant Director Human Resources Business Partnering

Level 8

POSITIONS THAT REPORT TO THIS ROLE

Nil

POSITION INFORMATION

LOCATION:

Cockburn Central

SPECIAL CONDITIONS:

The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Business Partnering

- Ensures the delivery of a comprehensive business partnering service regarding a range of HR matters including establishment, performance management, workplace investigation, employee relations grievance management and change management.
- Diagnoses complex people related problems and provide consultation and advice to managers on how to develop and implement appropriate and workable solutions.
- Supports managers in implementing performance management processes, guidance on conflict and grievance resolution, return to work programs for affected staff and other people related issues management.
- Coaches, empowers and builds the capability of managers to manage their people's issues effectively including contentious and complex people matters.
- Partners with the managers to develop and implement strategies and practices to attract, retain, develop and motivate a skilled workforce, and identify and develop processes to build workforce capability.
- Participate on recruitment panels when required.

Achieves Results

- Identifies and implements process improvements and develops activities that apply good practice and focus on continuous improvement.
- Coordinates the development of innovative responses and creative solutions to solve a broad range of human resource issues.
- Develops, implements and leads projects that enhance organisational performance and align with the Agency's operational objectives.
- Ensures all activities, including investigations and employee relations processes, are compliant with legislation, policy and governance frameworks.

Stakeholder Engagement

- Build strong working relationships through business partnering and stakeholder engagement.
- Engages proactively with stakeholders, providing timely and appropriate advice and support.
- Identifies and manages communication and consultation channels to share information and knowledge.
- Develops and implements activities to educate and support managers in understanding their people management responsibilities.
- Administers and supports activities that build a collaborative, innovative and values-based culture.
- Facilitates workshops, presentations, and meetings as required to achieve strategic outcomes.

Other

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.

EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
Lead collectively	Seek and build key relationships, work together and focus on the greater good.
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. Considerable experience in the delivery and management of complex HR services at a senior level including establishment, performance management, workplace investigations, employee relations and grievance management.
2. Well-developed communication, interpersonal, negotiation and influencing skills, including the ability to build relationships and the ability to liaise effectively.
3. Well-developed conceptual and analytical skills with an ability to resolve complex problems and demonstrate a high level of initiative.
4. Demonstrated change and project management skills including a proven ability to meet challenging deadlines and deliver successful outcomes.
5. Demonstrated ability to understand and successfully apply HR legislation, policy, procedures and principles.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	17 January 2025	24 January 2025	Fiachra Felle
Vs 2.0	Leadership Behaviours	21 October 2025	21 October 2025	Jeneen Zoutman
Vs 3.0	Minor Updates	12 May 2026	12 May 2026	Tasha McMenamin