# Job Description Form – HR Business Partner

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| **Position number:** | 15740 | **Classification:** | Level 6 |
| **Division:** | Corporate Services | **Branch/section:** | Human Resources |
| **Reports to:** | 15433 – Manager Employee Relations – Level 7 | **Direct reports:** | Nil |

## Position details

## Position purpose

The HR Business Partner works with business areas to develop and deliver strategic HR projects, programs and initiatives to support the achievement of organisational goals. Provides advice and support to increase capability, implement workforce strategies, and resolve workforce issues.

## Context

The Corporate Services team includes human resources, procurement, payroll, business operations and digital and technology services. It helps the Department of Local Government, Sport and Cultural Industries to reach its mission to enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

## Responsibilities

1. Understands and partners with business areas to develop and implement workforce strategies and resolve workforce issues
2. Provides expert HR support, coaching and advice to promote contemporary, best practice.
3. Sponsors and supports organisational change management initiatives.
4. Identifies and supports performance improvement initiatives to deliver key organisational outcomes and build workforce capability.
5. Partners with Human Resources to support and improve service delivery and capability within the branch.
6. Actively promotes and communicates Human Resources policies, processes, and programs to drive business improvements and support high performance.
7. Diagnoses complex HR issues and proposes innovative solutions; preparing briefing notes and papers as required.
8. Facilitates workshops, presentations, or meetings, as required to achieve strategic outcomes.
9. Provides business intelligence and analysis on emerging trends to inform strategic, evidence-based decision making to executive management.
10. Leads and/or supports the development, delivery and review, evaluation of HR initiatives, polices, strategies, programs, plans and complex HR projects.
11. Represents the branch, directorate and DLGSC on working parties, committees and other relevant forums as required.
12. Leads and participates in the development of emergency response capacity (e.g. people, system, infrastructure, etc.) for this function in a large scale emergency requiring a coordinated response.
13. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
14. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
15. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Extensive experience in the delivery and management of human resource advisory services at a senior level in a complex organisational environment.
2. Demonstrated experience in managing human, physical and financial resources in a complex organisational context.
3. Well-developed consultancy, project and change management skills with a demonstrated ability to manage and deliver strategic workforce programs and initiatives.
4. Current knowledge of relevant human resource legislation and regulatory frameworks and their impact on employment, people management and service delivery. Ability to develop high-quality, innovative, evidence based, solutions across a variety of HR activities.
5. Demonstrated ability to build and maintain collaborative relationships to influence and achieve strategic outcomes.

## Desirable

1. Relevant tertiary qualifications.

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

## Special Conditions

Nil

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| Registration date | 31 March 2025 |