

Senior Business Partner

STATEMENT OF DUTIES

OCTOBER 2020

Number	Generic
Portfolio	Business Operations and Support
Branch	People Services and Support
Section/Unit/School	Workplace Relations
Supervisor	Manager Workplace Relations
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time Up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Regular intrastate travel will be required in this role.
Location	As specified

Context

The Workplace Relations division is a trusted partner within the Department for Education, Children and Young People, sharing knowledge and expertise to provide options and solutions that enable our people to be their best and do their best. The branch strives to provide the pathways for a happy, healthy, and engaged workforce.

Primary Purpose

Using a portfolio management approach, and with a client focus, the Senior Business Partner is accountable for partnering with the business to support the achievement of strategic objectives by providing proactive high-quality advice, leadership coaching, change management support and people planning. The role has a strategic focus but also a significant hands-on element expected of a generalist role, due to the fast moving, varied nature of the working environment. The Senior Business Partner will:

- Act as the link between the business and the broader Workplace Relations team, ensuring that people processes and initiatives are aligned to business needs and are implemented and supported.
- Manage a portfolio area on people matters, including change processes, employee relations legislation, industrial awards and agreements, performance management, grievances, and conflict resolution.

Level of Responsibility/Direction and Supervision

Reporting directly to the Manager Workplace Relations, the Senior Business Partner will be expected to operate with significant autonomy and initiative on day-to-day activities to effectively determine priorities, exercise reasonable judgement and identify the best approach within established systems and processes, ensuring adherence to employment frameworks. The occupant will:

- Provide high-level consultancy services to directors, managers, and employees in an accurate, authoritative, and timely manner.
- Consult with the Assistant Director – Industrial Relations and/or Director Human Resources on appropriate courses of action on matters that are sensitive, high risk and/or business critical, as these can have broader implications with respect to resourcing, policy, or industrial risk.
- Work closely and collaboratively with the Human Resources and Workplace Relations Advisors, including having direct line management, which will include providing advice, support and development when required.
- Be responsible for a portfolio area within the Agency and will be expected to work flexibly and collaboratively across the People Services and Support branch, within the operating model, to deliver a service to the Agency.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Build a strong network of effective and trusted relationships with key internal and external stakeholders, to gain and maintain business knowledge and be an in-demand partner for high-level advice, support, solutions and coaching on people matters.
2. Proactively provide input into the ongoing development and implementation of new people processes and initiatives to ensure they suit the changing requirements of the Agency.
3. Support leaders to identify, manage and develop talent through established systems and processes and the ongoing development of employees.
4. Work with specialist roles across the People Services and Support team to ensure consistent and compliant advice and processes.
5. Represent the Agency with external stakeholders, and advocate on behalf of the Agency in discussions and negotiations with unions and in industrial tribunals, to resolve and negotiate satisfactory outcomes.
6. Identify, monitor, and evaluate people issues to ensure that emerging risks are identified and mitigation, minimisation and/or elimination strategies are developed and implemented, including managing complex employee relations issues and grievances.
7. Provide leadership, support and advice to the Human Resources and Workplace Relations Advisors, including managing their daily work program by assessing priorities, directing activities, coaching, and mentoring to improve client service delivery.
8. Undertake advanced case management and project management across a range of people management and employee relations issues, to support business objectives and minimise organisational risk.
9. Conduct research and investigation into people matters, perform analysis, make appropriate recommendations, and implement solutions that are consistent with strategic priorities and that adhere to relevant legislation, Directions, industrial awards, and agreements.
10. Prepare high-level correspondence, submissions, reports, policies and procedures, and other documentation that is accurate and in a timely manner.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
12. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Proven work experience in a Business Partner or similar role, that has a strong client focus and works within an organisation to provide high-level advice, including solutions, on complex people matters.
2. Demonstrated knowledge and understanding of people matters, including employee relations legislation, industrial awards and agreements, performance management and conflict resolution.
3. Highly developed strategic, investigative, and analytical skills, with the proven ability to identify issues and make recommendations on people matters, understanding the political, social, and organisational environment within which the Agency operates.
4. High-level interpersonal skills, including the demonstrated capacity to influence internal and external stakeholders and generate support for solutions on complex people matters.
5. High-level written communication capability with attention to detail that results in the production of clear, concise, and accurate documentation.
6. Demonstrated ability to work autonomously, including an ability to case manage individual employee matters and assigned projects within a portfolio, together with the ability to work in a highly collaborative team that operate in an environment subject to competing priorities and change.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Satisfactory completion of an appropriate course of study from a recognised tertiary institution.
- Current Driver's Licence.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is

known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: Ratified by Communities – October 2020

Request: 7008140

Date Duties and Selection Criteria Last Reviewed: 10/20
