



## HR Manager

<b>ROLE TITLE:</b> HR Manager	<b>TEAM:</b> Sustainability
<b>CLASSIFICATION:</b> ASO 8	<b>LOCATION:</b> Adelaide
<b>EMPLOYMENT TYPE:</b> 1.0 FTE - Term Contract (24 months)	<b>DATE:</b> MARCH 2024
<b>REPORTS TO:</b> Chief Executive	<b>ROLES REPORTING TO THIS ROLE:</b> HR Officer
<b>ROLE PURPOSE:</b> The HR Manager is responsible for providing high level advisory and consultancy services on a range of people and culture and human resource matters to assist the organisation to meet its business outcomes. The HR Manager is a strategic partner, working closely with the Chief Executive and senior leaders to develop and implement HR initiatives that enhance engagement, performance, and organisational effectiveness.	

### KEY OUTCOMES OF ROLE:

1. Provide expert advice and consultancy on a wide range of complex people and culture and industrial relations areas including:
  - Recruitment and selection
  - Organization and job design
  - Industrial / employee relations
  - Performance management, development and career management
  - Employee conduct and discipline
  - Workforce planning and managing diversity
  - Resolution of disputes, conflicts and other situations between staff, unions and management.
2. Provide leadership to establish a strong performance management approach that builds a positive and performance driven organisational culture.
3. Provide consistent human resources reporting and analysis of workforce data to support the development of work plans and strategies.

4. Provide expert advice to Leadership in relation to human resources policies and procedures and industrial relations, within the environment of a statutory authority of the South Australian government.
5. Provide high quality industrial and employee relations advice to the Chief Executive.
6. Lead the development of human resources strategies and policies that provide direction and support for change initiatives to improve organisational performance and efficiency.
7. Exercise very high levels of discipline and expertise to identify issues, form solutions and propose initiatives to assist the delivery of effective human resource function.
8. Oversee recruitment and employee life cycle; organisational and job design; change management; performance management, employee conduct and discipline, workforce planning and managing diversity, resolution of disputes, conflicts and other situations between staff, unions and management.
9. Contribute to achieving the organisation's Reconciliation Action Plan, Equity Plan and Strategic Plan.

**KEY RELATIONSHIPS:**

- Internally: Work closely with the CE and Leadership team; and staff.
- Externally: Work closely with key external stakeholders (DPC, other statutory authorities, unions, Industrial relations).

**SPECIAL CONDITIONS:**

- Hold a current Australian Driver's Licence
- Required to participate in the Country Arts SA Staff Development Review Plan.
- Out of hours business work, Intrastate and interstate travel will be required.

**KEY SELECTION CRITERIA:**

- Significant experience working within the South Australian Government Employment Framework, including but not limited to the Public Sector Act 2009, Public Sector Regulations 2010, South Australian Public Sector Enterprise Agreement: Salaried 2021, SA Public Sector Salaried Employees Interim Award, Office of the Commissioner for Public Sector Employment Determinations and Guidelines, along with the Code of Ethics for the South Australian Public Sector.
- Significant experience in providing advisory and consultancy services to executives and senior management on a range of Human Resource matters, including advising on, interpreting, and administering legislative and policy requirements.
- Demonstrated proficiency in managing and coordinating a range of complex and/or sensitive HR Matters within a diverse workforce, including grievances, disciplinary actions, conflict resolution, investigations and HR projects requiring the analysis of information, and the development of reports on outcomes and other relevant correspondence.
- Demonstrated experience partnering with senior executive and leadership teams to initiate, develop, implement and evaluate various workforce programs, strategies, organisational reviews, and change management, including the preparation of succinct reports and briefings to senior executives.
- Demonstrated ability to build strong working relationships, communicate, consult, and negotiate in a highly effective, flexible, and influential manner, including managing conflict with tact and diplomacy, to achieve satisfactory outcomes and objectives.
- Experience in the development, implementation and evaluation of best practice policies, procedures, strategies, and/or initiatives designed to improve human resource management practices.

**DESIRABLE:**

- An appropriate tertiary qualification in human resources, business or other related qualification.
- Experience working with regional communities

**YOU DEMONSTRATE OUR VALUES:**

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments, and each other. We will:

- We keep regional South Australia at our core (**Place**)
- We generate local and national legacies by embedding artists in regional communities (**Impact**)
- We embrace diverse experiences and perspectives, and address the barriers that keep people from getting involved (**Inclusion**)
- We nurture, celebrate and showcase creativity from across regional South Australian (**Creativity**)
- We embrace diversity and act with integrity, transparency and generosity (**Respect**)

**WORK HEALTH AND SAFETY OBLIGATIONS:**

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health, and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

**CORPORATE RESPONSIBILITIES:**

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. Maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

**Develops Strategic Thinking**

- Demonstrates big picture thinking to develop and maintain strategic direction
- Inspires and influences others towards achieving organisational goals and business objectives Develops and oversees the implementation of change initiatives in a sometimes-uncertain environment
- Anticipates and identifies problem areas. Rapidly defines, objectively analyses, and solves highly complex ambiguous problems
- Understands the organisations objectives and links between the business unit, the organisation, the whole of government policy agenda and public service values

**Achieves Results**

- Builds a high performing team that makes effective use of individual/team capabilities & drives effective outcomes Looks outside of organisational silos to identify resources and uses evidence, knowledge, and experience to deliver the best results
- Adheres to, interprets, and explains Public Sector legislation, regulations and policies and manages compliance across all areas of the Business Unit
- Manages own & others project performance & takes action to improve the delivery of quality outcomes Values specialist expertise and creates an environment conducive to the sharing and effective utilisation of professional knowledge and skills

**Drives Business Excellence**

- Continually searches for and champions new and innovative ways to add value linked to organisational outcomes. Embraces change
- References and utilises market trends, developments, and economic/legislative changes to meet current and future organisational needs
- Inspires ongoing learning. Sets clear performance standards and gives timely recognition for good performance. Manages under performance promptly
- Proactively drives outstanding customer service through understanding needs
- Manages expenditure & oversees procurement, ensures security of systems, deploys resources appropriately

**Generates Genuine Partnerships**

- Establishes credibility and negotiates persuasively. Offers a convincing rationale which has been carefully positioned against organisational outcomes
- Uses appropriate strategies to prevent, manage and resolve conflicts and disagreements promptly
- Facilitates a collaborative approach and promotes a positive environment to share information, encourage ideas and stimulate open discussion
- Demonstrates and models the values in creating partnerships across the business, and developing effective networking opportunities
- Confidently presents complex information in a clear & articulate manner tailored to meet the needs of the audience

**Role Models Personal Drive and Professionalism**

- Maintains the highest level of integrity to embed ethical practice and organisation's values into the culture Raises and challenges important issues constructively and stands by own position when challenged. Accepts accountability for mistakes and ensures corrective action is taken
- Persists and focuses on achieving objectives through pressure, responding positively & in a controlled manner. Demonstrates a high level of self-awareness and can identify areas in which own capabilities complement others. Strives for continual learning
- Promotes & develops an inclusive workplace culture that values & respects diversity and individual differences. Advocates and drives standards for the safety and wellbeing of self and others