

POSITION DESCRIPTION



**MAKING A
DIFFERENCE SO
SOUTH AUSTRALIA
THRIVES**



TOURISM.SA.GOV.AU

Position Description

People and Culture Business Partner

Purpose of the position

In conjunction with the Director, People & Culture, the People and Culture Business Partner provides strategic and operational support and guidance to the organisation, driving best practice initiatives, enhancing workplace culture, and aligning people outcomes with SATC’s values and workforce planning goals

Drawing on expertise in government policies, procedures, and legislation, the position develops and implements People & Culture policies that enhance workforce capability, ensure compliance with public sector standards, and promote best practice across the organisation.

Additionally, the position will support the delivery of HR projects, including the implementation of new systems and process improvements, while managing all aspects of non-Executive, end-to-end recruitment services.

Position Title:	Reports to:	Position Classification:
People and Culture Business Partner	Director, People and Culture	Non-Executive Contract
Group / Unit:	Location:	Direct reports:
Corporate Services	Level 9, SA Water House, 250 Victoria Square	NIL

Our Values



GO BOLDLY

We thrive on taking risks and enjoy stepping outside our comfort zone.



DIG DEEPER

We never settle for simply scratching the surface. We're hungry for knowledge, fresh ideas and innovations.



CAN DO

We believe there's nothing we can't do as a team.



SHARE THE LOVE

We have a passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Tertiary Qualifications and relevant experience in Human Resources, Business or a related discipline

SKILLS, EXPERIENCE AND KNOWLEDGE

- Significant demonstrated experience in providing broad human resources advice and support in a diverse environment
- Solid understanding of industrial and payroll legislation, awards, enterprise agreements, regulations and standards
- Significant experience processing and understanding payroll practices
- Proven ability to communicate effectively and an ability to use tact and discretion as required
- Demonstrated project management skills
- Proven ability to work independently and meet strict deadlines
- Demonstrated experience in effectively dealing with information of a highly confidential nature
- Proven ability to draft plans and policies
- Research skills and ability to provide suggested solutions.
- Ability to gain the confidence, cooperation and support of others.
- Presentation and training skills
- Proven ability to influence and negotiate with others
- Proven administration skills with keen attention to detail
- Proven ability to think and act innovatively

Desirable Criteria

QUALIFICATIONS

- Qualified in the Mercer CED Evaluation training

SKILLS, EXPERIENCE AND KNOWLEDGE

- An understanding of the responsibilities, functions, and goals of the South Australian Tourism Commission.
- An understanding of Workers Compensation, SafeWork and Rehabilitation and Return to Work legislation
- Knowledge and understanding of public sector OCPSE HR and WHS Policies & Guidelines
- Skills and knowledge of CHRIS21 payroll system
- Budget management skills

Competencies	
BUSINESS ACUMEN	Ensures that own area contributes to the organisation's ability to meet its strategic objectives. Takes business decisions based on cost benefit analysis, business savvy and consideration of organisational constraints and resources
CUSTOMER SERVICE	Proactively develops customer relationships by making efforts to listen to and understand the customer (both internal and external) anticipates and provides solutions to customer needs gives high priority to customer satisfaction.
COMMUNICATION	Speaks clearly and fluently in a compelling manner to both individuals and groups. Clear and concise written communication utilising the appropriate style and grammar for the reader.
ETHICS & ACCOUNTABILITY	Is honest and ethical in all actions, such that others trust is developed and maintained demonstrates behaviour that is consistent with the organisations direction, values and policies.
INFLUENCING	Uses appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers, superiors) toward desired outcomes. Modifies behaviours to accommodate tasks, situations and individuals involved.
TEAMWORK	The genuine intention and interpersonal skills to work cooperatively with others, within and across the organisation. It includes respecting others, valuing ideas and diversity, supporting the team environment, and subordinating own objectives to the objectives of the organisation or team.
TECHNICAL & PROFESSIONAL KNOWLEDGE	Achieves a satisfactory level of technical and professional skills / knowledge in job related areas; keeps abreast of current developments and trends in areas of expertise.
TIME MANAGEMENT	Organised and efficient in own work habits plans and priorities time effectively has tools and/or a system in place to prioritise tasks and keep track of promised actions and important deadlines
WORK HEALTH & SAFETY	Understands own responsibility toward safety and the environment and follows relevant organisational policies and procedures. Also establishes and maintains systems and work processes which contribute to a safe work environment.

Key Responsibilities

PEOPLE AND CULTURE

- Instrumental in managing and steering the organisations people & culture initiatives that support our workforce strategy and employee value proposition, including but not limited to, Reconciliation Action Plan Working Group and the Culture and Values Group.
- Provide advice, coaching and support and mentoring to business unit managers on all HR matters to assist with people issues as they arise.
- Support managers and employees with performance management, disciplinary and grievance issues.
- Act as a change champion, supporting leaders through organisational change by providing advice on change management strategies and employee engagement.
- Provide advice and assistance to staff on all aspects of SATC HR policies, procedures, guidelines, and forms.
- Development and maintenance of policies, procedures, guidelines, and forms.
- As required, escalate any complex or high-level enquiries from staff to the Director, People & Culture
- Work with P&C Advisor to manage P&C intranet presence including policies, procedures, guidelines, and forms.
- Prepare appointment letters / reassignment letters, notification of changes to employment conditions, employment contracts, position extensions and remuneration increases.
- Contribute to key projects and initiatives from planning through to delivery
- Compile HR reporting data as required such as but not limited to, the Annual Report, State of the Sector Report etc.
- Work with P&C Advisor to manage the maintenance of personnel files and ensuring all documentation is electronically filed correctly and is up to date.
- Work collaboratively with the P&C team to plan, schedule and deliver employee health & wellbeing programs that are fun and inspiring and assist with optimisation of the health and wellbeing of SATC employees.

PERFORMANCE MEASURES

- High quality and responsive advice and service provided to customers.
- Positive stakeholder feedback.
- Clear outcomes and implementation of initiatives from the RAP & C&V Group
- Preparation of excellent documentation and filing of records.
- Up-to-date P&C documentation and templates.
- Invoices paid within the time limit provided by the issuer.

RECRUITMENT AND JOB ANALYSIS

- Coordinate all aspects of non-Executive recruitment activities.
- Assist and coach managers and employees in job analysis and writing position descriptions.
- Provide tools, education and advice with relation to the full recruitment process such as shortlisting, interviewing, referee reports, testing, selection reports and techniques, advising applicants of the outcomes.
- Participate on selection panels as required.
- Develop and maintain a relationship with the SATC's preferred recruitment provider(s)
- Provide letters of offer.
- Follow-up recruitment enquiries.
- Maintain recruitment records.
- Evaluate recruitment activities to identify new and innovative ways to undertake recruitment (e.g. feedback from new employees).
- Develop and coordinate induction processes for all new staff
- Reclassification & assessment of positions as requested

PERFORMANCE MEASURES

- Develop a benchmark for filling positions
- Ensure recruitment is instigated and reviewed by managers, including updating of Position Description and completion of Request to Fill prior to advertising
- Advertise positions in accordance with policy guidelines.
- Positive feedback from new employees.
- Reclassifications and assessments of positions are completed in a timely manner and in line with industrial instruments and Commissioners Determinations

PAYROLL

- Maintain a specialist working knowledge of the SATC's payroll system.
- Ensure accuracy of payroll documentation relating to any appointments, contract renewals / extensions, higher duties / acting opportunities, salary increases etc.
- Investigate and respond to general payroll enquiries from staff.
- Assist staff in use of HRMS such as HR21 and myCareer

PERFORMANCE MEASURES

- SATC staff are paid on time each fortnight with minimal error
- Contract extensions, terminations and other payroll administration is completed in a timely manner
- Enquiries from staff are responded to in a timely manner

ORGANISATIONAL CONTRIBUTION / SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety.
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions.
- Follow the principles of a sustainable working environment by following organisational greening initiatives

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (WH&S).
- 100% attendance in relevant WH&S training.
- Ensure knowledge and appropriate application of WH&S procedures and policies.

Special Conditions

- The appointment will be subject to a 6 month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

Position Description

People and Culture Business Partner

Purpose of the position

In conjunction with the Director, People & Culture, the People and Culture Business Partner provides strategic and operational support, and guidance to the organisation, driving best practice initiatives, enhancing workplace culture, and aligning people outcomes with SATC’s values and workforce planning goals

The position will support the delivery of HR projects, including the implementation of new systems and process improvements, while managing all aspects of non-Executive, end-to-end recruitment services aligned with best practice.

Drawing on expertise in government policies, procedures, and legislation, the position develops and implementing People & Culture policies that enhance workforce capability, ensure compliance with public sector standards, and promote best practice across the organisation.

Executive Manager	Line Manager	Incumbent
Stephanie Rozokos Chief Operating Officer Corporate Services	Joanne Evans Director, People and Culture Corporate Services	Vacant People and Culture Business Partner Corporate Services

Signed

Signed

Signed

Date

Date

Date