



## Job Description

**POSITION TITLE:** Human Resources Business Partner

**LOCATION:** SAHMRI, North Terrace

**REPORTS TO:** Head of Human Resources

**DEPARTMENT:** Corporate Services

## PURPOSE AND SCOPE OF THE POSITION

The Human Resources Business Partner (HRBP) is a senior advisory role responsible for partnering with SAHMRI leaders to deliver effective workforce, leadership and culture outcomes that support the Institute's research and impact objectives.

Operating within a supported HR model, the HRBP provides high-quality advice on employee and industrial relations, workforce planning, organisational change and leadership capability, escalating complex or high-risk matters to the Head of Human Resources as required.

The role focuses on practical, risk-aware advice and strong leader partnering, working closely with the HR Operations Business Partner to ensure advice is implemented accurately and compliantly.

## KEY RESPONSIBILITIES

### Strategic Workforce and Leadership Partnering

- Partner with senior leaders to translate organisational and research strategy into effective workforce, capability and succession plans.
- Provide strategic advice on role design, workforce structure, funding risk, and contract strategy in a predominantly fixed-term research environment.
- Support leaders to identify emerging leadership capability and succession risks across research themes and corporate functions.
- Advise on workforce implications of growth, change, funding transitions and organisational redesign.

### Employee and Industrial Relations (ER/IR)

- Provide high-quality advice and support to leaders on employee and industrial relations matters, including performance, conduct, grievances and disciplinary processes.
- Manage employee relations matters to resolution, escalating complex, high-risk or sensitive issues to the Head of Human Resources as appropriate.

- Support workplace investigations and disciplinary processes, including preparing documentation, coordinating processes and contributing to findings under guidance where required.
- Coach and support leaders through people management decisions, balancing legal compliance, organisational risk and cultural considerations.
- Apply sound knowledge of the Fair Work Act, National Employment Standards, Modern Awards and employment contracts, seeking senior guidance where required.

#### **Organisational Change and Risk Management**

- Support leaders through workforce change, restructures and funding transitions, including consultation planning and implementation.
- Identify people-related risks and emerging workforce issues and escalate these to the Head of Human Resources for direction and resolution.
- Contribute to organisational risk management by monitoring trends, issues and capability gaps within allocated client groups.

#### **Leadership Capability, Culture and Engagement**

- Support the development of leadership capability across SAHMRI, particularly in people leadership, performance management and managing research teams.
- Partner with leaders to interpret engagement, onboarding and exit data and develop targeted action plans.
- Actively work with leaders to identify and address local culture issues, behaviours and team dynamics. Promote consistent application of SAHMRI values, Code of Conduct and expected leadership behaviours.

#### **Remuneration, Equity and Talent Decisions**

- Provide strategic advice on remuneration decisions, including offers, salary movement and internal equity.
- Interpret remuneration and pay equity data and work with leaders to address identified gaps. Support fair, consistent and defensible people decisions across research and corporate functions.

#### **Governance, Reporting and Executive Support**

- Contribute to Executive and governance discussions by preparing analysis, advice and recommendations on workforce and people matters.
- Translate workforce and engagement data into practical insights to support leader and Executive decision-making.
- Represent HR in internal forums and working groups as delegated by the Head of Human Resources.

#### **Policy, Frameworks and Strategic HR Projects**

- Contribute to the development and continuous improvement of HR policies, frameworks and people practices.
  - Provide subject matter expertise to strategic HR projects, organisational initiatives and change programs.
- Support implementation of diversity, equity and inclusion initiatives, including Gender Equity and Reconciliation Action Plans, through leader engagement and accountability.

#### **Work Health and Safety**

- Take reasonable care to protect own health and safety and avoid adversely affecting the health and safety of others.
- Comply with SAHMRI's Work Health and Safety Management System and relevant legislation.

## SPECIAL REQUIREMENTS

- Some out of hours' work may be required
- Regular metropolitan travel to SAHMRI's various worksites
- DCSI Employment Screening and Police Checks will be required



## Person Specification

### QUALIFICATIONS

Relevant tertiary qualifications in Human Resources, Industrial Relations, Law or a related discipline (or equivalent experience).

### Experience, Knowledge and Skills

- Demonstrated experience (typically 5+ years) in a senior HR advisory or HR Business Partner role ready to step into a broader partnering role.
- Demonstrated expertise in employee and industrial relations, including investigations, performance management and dispute resolution.
- Strong working knowledge of the Fair Work Act, National Employment Standards and Modern Awards.
- Experience partnering with senior leaders in a complex, professional or research-based environment.
- Proven ability to advise on organisational change, workforce risk and leadership capability.
- High level of judgement, discretion and professional integrity.
- Ability to interpret workforce and engagement data and translate it into practical advice and recommendations.
- Strong influencing, coaching and stakeholder management skills.

### Professional Attributes

- Confident, credible and able to challenge constructively.
- Calm and measured in complex or high-risk situations.
- Highly ethical and trusted with sensitive matters.
- Strategic thinker with a pragmatic, outcomes-focused approach.
- Collaborative, resilient and comfortable operating in ambiguity.
- Capacity to engage constructively and respectfully with SAHMRI's diverse cultural backgrounds and genders, and to achieve mutually beneficial outcomes
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Friendly, Fast, Flexible, Fun

## LICENCES

- Current Driver's Licence