



## 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