

Role Statement



ROLE TITLE: Principal Consultant, HR
CLASSIFICATION LEVEL: ASO7

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

People and Business Division comprises eight directorates: Capital Initiatives, Customer and Information Services, Finance and Risk, Procurement and Contracting, People and Performance, Commercial and Legal, Infrastructure Delivery and Enterprise Information Management.

People and Performance directorate focuses upon maximising employee engagement and performance across the Department.

Role Overview

The Principal Consultant, HR is accountable for the delivery of effective human resource practices through the leadership of the Human Resources team. The role will be responsible for providing and coordinating expert advisory and consultancy services on a diverse range of complex and sensitive human resource and industrial relations matters through a HR Business Partnership model. The role will be responsible for developing and implementing a partnership approach to support business solutions which are informed by people governance requirements and the assessment and mitigation of human resource risks. Further, the role will oversee the management of complex case management matters, industrial matters and support change management initiatives.

The Principal Consultant, HR will be required to develop innovative processes and ensure feedback is sourced from key stakeholders to identify the priorities and service deliverables for the team. The role will directly influence, advise and collaborate with executive and senior management across the Department and liaise with other Departments and the Commissioner for Public Sector Employment on specific matters.

Directorate: People and Performance
Position Number: New
ANZSCO Code: 2231
Location: Adelaide CBD
Knet No: #12989961



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Principal Consultant, HR is required to undertake a wide range of activities which may include all or any of the following:

- a. Initiating, planning and delivering significant assigned agency programs, projects, systems and/or services that are consistent with the agency's objectives, including coordinating the implementation of change initiatives.
- b. Coordinating the resources and implementation processes for sensitive, innovative, critical or complex state wide/service wide operations that demand a significant level of responsibility and decision making.
- c. Managing and motivating staff, clients and others in the achievement of difficult and sometimes conflicting objectives.
- d. Resolving complex issues with innovative solutions that are consistent with Agency objectives.
- e. Providing expert advice to senior management and external stakeholders regarding current relevant developments and their potential implications to agency policies and strategic plans.
- f. Leading, where required, high level research and analysis of complex and sensitive issues and/or policies.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

A minimum of five years' experience in a similar role.

Some out-of-hours work will be required. Intra/interstate travel necessitating overnight absences may be required.

Qualifications / Licences

- a. Nil

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and Torres Strait Islander people's participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”

- ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
 - d. Drives a culture of commitment and accountability in the implementation of the Premier’s Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
 - e. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
 - f. Extensive experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
 - g. Demonstrated ability to quickly analyse, react and suggest practical and innovative solutions for a range of sensitive, critical or complex issues including providing expert advice on discipline related policies and processes.
 - h. Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, to people at all levels in a professional and tactful manner including successfully negotiate and resolve conflict with staff and stakeholders.

Delegate Approval

.....

Name

.....

Signature

Date: / /