

Role Statement



ROLE TITLE: Assistant HR Consultant
CLASSIFICATION LEVEL: ASO3

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.

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

Role Overview

The Assistant HR Consultant is accountable for providing support and advice on a range of human resource functions and projects which contribute to the effective and efficient implementation of best human resource practice in the Department. The role assists with the provision of advisory and consultancy services to specific client groups across the Department through a business partnering model.

Duties involve the provision of advice to stakeholders, researching various industrial instruments and legislation and assisting in case management matters, including misconduct, medical incapacity, performance management, change management, and classification assessments. The role will be responsible for drafting formal documentation, including recommendations for senior management's consideration and is accountable for the management of, and provision of support to the broader team with records management initiatives.

The Assistant HR Consultant may be required to report to other senior staff within the Unit and works extensively on a day-to-day basis with other Unit team members and staff across the Department.

Directorate: People and Performance
Position Number: New
ANZSCO Code: 2231
Location: Adelaide CBD
Knet No: #9532557



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

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

- a. Undertaking a range of functions associated with assigned discrete programs, projects, systems and/or services including coordinating and/or controlling related processes, provisions and information.
- b. Assisting with investigations, preparing reports with recommendations, maintaining records and systems and contributing to the development of programs, services and projects and performance benchmarking.
- c. Liaising and negotiating with internal stakeholders to address concerns associated with, and to progress and provide input into, assigned programs, projects, systems and/or services.
- d. Undertaking research and analysis to provide advice, information and correspondence that supports the delivery of assigned agency programs, projects, systems, policies and/or services.
- e. Assisting with the development and implementation of relevant and effective policies, strategies, standards, guidelines and procedures to meet program or Section goals and objectives.
- f. 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.
- g. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

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 ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to exhibiting and inspiring their team members and workforce to actively engage in the behaviours that reflect the DPTI values 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. Exhibit behaviours that model integrity, professional accountability and diversity across the department, across-government, and community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to 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. Listens and responds to customers' needs using clear and concise communication, tact and diplomacy, and maintains a high degree of confidentiality.
- f. Sound knowledge and relevant skills associated with the span of assigned functions including an understanding of related government programs, policies, legislation and regulations that impact on the functions of the role.
- g. Ability to exercise analytical and research skills to evaluate information, provide advice and communications, and develop clear correspondence and reports with recommendations that meet deadlines.
- h. Proven ability to communicate clearly and concisely with a wide range of people including the ability to listen to stakeholders, handle sensitive or difficult issues with tact and diplomacy and maintain a high degree of confidentiality at all times.

Delegate Approval

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Name

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Signature

Date: / /