



# Position Description

<b>Role title</b>	People and Capability Consultant	<b>Last reviewed</b>	1/04/2024
<b>Division</b>	People and Transformation	<b>Team</b>	People and Capability
<b>Reports to</b>	Senior People and Capability Business Partner	<b>Classification</b>	ASO5
<b>Direct reports</b>	Nil		

## Role Purpose

Provide expert HR consultancy and advisory services, aligning individual, team, and organisational goals in a complex workforce, to drive organisational engagement and performance.

## Key Accountabilities

- Provide advice and assistance on complex employee relations and industrial relations issues, collaborating with legal, to ensure compliance and to develop stakeholder knowledge and capability.
- Facilitate the end-to-end employee lifecycle, from performance management to workforce planning, offering insights for bespoke talent management strategies to enhance employee experience.
- Engage and collaborate with stakeholders across the organisation, identifying business needs and issues, to provide effective support and build engagement with people initiatives.
- Manage the development, continuous improvement and delivery of employee training related to HR systems and processes in line with business needs and contemporary HR best practice.
- Leverage knowledge of industry best-practice to recommend ongoing enhancements to HR policies, procedures, and systems.
- Coordinate employee documentation and payroll processing, ensuring compliance, and manage remuneration and entitlement queries to optimise employee satisfaction.
- Generate, analyse and provide insight on HR reports, including on workplace health and safety initiatives, to facilitate a strong performance culture.
- Other duties as required.

## Key Relationships

Internal	
Who	Why
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.

Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
<b>External</b>	
<b>Who</b>	<b>Why</b>
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

## Key Challenges

- Managing multiple tasks, activities, and projects with strict deadlines in a dynamic work environment.
- Navigating complexities in influencing leaders and employees resistant to change, while fostering a culture of growth and effective leadership.

## Qualifications and Technical Requirements

- Tertiary qualifications in a relevant discipline (Human Resources Management) or demonstrated equivalent relevant professional experience.

## Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

## Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Intermediate	<ul style="list-style-type: none"> <li>• Use concise language to target messages and avoid overwhelming audiences.</li> <li>• Structure communications to deliver the purpose with impact, using facts or insights, as necessary.</li> <li>• Adjust communications according to the audience to find the right channels to maximise reach.</li> <li>• Understand and apply better ways to use inclusive language and communicate in the voice of Renewal SA.</li> </ul>
Strategy and Growth	See the big picture	Intermediate	<ul style="list-style-type: none"> <li>• Show knowledge of and participation in Renewal SA's strategic planning cycle and its inputs.</li> <li>• Understand the interfaces, dependencies and impacts across Renewal SA from different courses of action.</li> <li>• Consider future aims and goals of the team and Renewal SA in prioritising and delivering work.</li> <li>• Identify dependencies between roles and teams across the organisation to manage risks.</li> </ul>
Innovation and Agility	Be flexible	Intermediate	<ul style="list-style-type: none"> <li>• Show understanding for changing priorities and rapidly adjust workload accordingly.</li> <li>• Respond to changes in work environment with understanding of the new skills required and how to develop them.</li> <li>• Be comfortable working in new ways and adapting to changing organisational systems and processes.</li> <li>• Be comfortable working with new people, including those from outside of Renewal SA.</li> </ul>
Solutions Focused	Apply business and commercial acumen	Intermediate	<ul style="list-style-type: none"> <li>• Evaluate the costs involved and financial impacts of decisions and courses of action.</li> <li>• Build relationships with key roles and decisions makers for the support services across Renewal SA.</li> <li>• Utilise experience and knowledge of business and corporate operations to improve efficiency and effectiveness.</li> </ul>

			<ul style="list-style-type: none"><li>• Follow Renewal SA contracting policies through negotiation and contract management.</li></ul>
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Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.