

Role Description

HR Business Partner

Role Description Fields	Details
Cluster	DPIRD
Agency	Department of Primary Industries and Regional Development
Group/Division/Branch/Unit	Enabling Services/People
Location	Various
Classification/Grade/Band	Clerk Grade 9 / 10
ANZSCO Code	223111
PCAT Code	1224992
Date of Approval	1 June 2023 (updated 1 July 2024)
Agency Website	dpird.nsw.gov.au

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Primary purpose of the role

The HR Business Partner assists the Manager HR Business Partners to provide expert strategic and technical human resource advice to support their clients' management teams effectively manage their people, achieve change and business outcomes.

Key accountabilities

- Operate as a strategic partner as part of the People team to deliver technical and strategic human resource advice across a range of areas such as workforce planning, performance management, issue resolution, human resource programs and policy
- Build collaborative stakeholder relationships that ensure cooperation and commitment to achieve effective people strategies and programs
- Identify and deliver human resources initiatives in partnership with other People teams to build performance that supports people and business objectives
- Partner with the business to provide end to end advice and support for change management initiatives utilising the Department's change management methodologies to support continual improvement and cultural alignment
- Provide expert advice to clients to develop awareness of human resource policies, to promote compliance and facilitate best practice outcomes and mitigate risk

- Participate in the development, implementation and review of human resources policies and procedures for the department in line with legislative and business requirements
- Share knowledge as part of a multi-disciplinary team, sharing lessons learnt facilitating cross learning and mentoring team members to build technical expertise and best practice

Key challenges

- Maintaining a detailed knowledge of relevant human resource legislation and policy that pertains to the client groups, Department or Executive Agency
- Maintaining open and effective communication with clients and internal service providers in order to provide quality and timely human resources advice and influence key stakeholders

Key relationships

Who	Why
Internal	
Manager HR Business Partners	<ul style="list-style-type: none"> • Provide input into team work programs to influence decisions regarding human resource initiatives and innovation • Provide information regarding issues and status of projects, cases and strategies
Client group executive, managers and staff	<ul style="list-style-type: none"> • Provide accurate and timely strategic and technical advice regarding human resource initiatives, practice and decisions to achieve people management, change and business improvement outcomes • Facilitate adoption of best practice human resource strategies and programs where there are conflicting interests and opinions • Provide advice to resolve issues and provide solutions to problems • Provide information regarding agency and sector wide policies and standards
People team	<ul style="list-style-type: none"> • Participate in meetings and represent work group perspective and share information • Work collaboratively to achieve business outcomes for clients • Participate in discussions and decisions regarding implementation of innovation and best practice • Draw information on and seek clarification from specialists in all other Branches

Role dimensions

Decision making

- Acts in consultation with the Manager, HR Business Partners in delivering client and departmental outcomes
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times required by internal clients, including clients' Executive and management teams
- Makes day to day decisions and provides guidance on appropriate courses of action that might be taken to address human resources issues
- Exercise discretion in determining the approach to work undertaken by the role and is responsible for interpretation and recommendations made

Reporting line

Manager, HR Business Partners

Direct reports

Nil

Budget/Expenditure

Nil

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others 	Intermediate
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict 	Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	Intermediate
 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects 	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate