

Position Description

Role title	People and Capability Business Partner	Last reviewed	September 2026
Division	People and Transformation	Team	People and Capability
Reports to	Senior People and Capability Business Partner	Classification	ASO7
Direct reports	Nil		

Role Purpose

Partner with leaders across Renewal SA to enhance leadership capability, workforce performance and employee experience through the provision of strategic and operational people advice and by delivering contemporary people solutions and initiatives that support business outcomes and a positive workplace culture.

Key Accountabilities

- Partner with leaders to identify and address workforce priorities, providing contemporary people solutions and advice that strengthen organisational capability, workforce performance and employee experience.
- Deliver effective people outcomes by providing expert advice and coaching on complex employee relations, industrial relations, performance, conduct and workplace matters, balancing organisational, employee and legislative considerations.
- Enhance organisational effectiveness by supporting workforce planning, leadership capability, talent and performance initiatives that build leadership effectiveness and future workforce readiness.
- Inform workforce decision-making through the analysis of people data, trends and organisational risks, providing evidence-based insights and recommendations that support business outcomes.
- Support the successful delivery of organisational change, culture, engagement and workforce initiatives by partnering with stakeholders to embed sustainable people practices and achieve desired outcomes.
- Strengthen organisational capability and compliance through the development, implementation and continuous improvement of people policies, frameworks, processes and governance practices.
- Ensure effective, compliant and customer-focused people services through the oversight and coordination of employee lifecycle activities, including recruitment, establishment, classification, remuneration and workforce transitions.
- Other duties as required.

Key Relationships

Internal – Choose appropriate relationships	
Who	Why
Executive	Provide expert people and capability advice and support to respond to 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 work collaboratively to achieve team outcomes.
Direct Reports	Not applicable.
Internal Stakeholders	Provide advice, respond to enquiries, exchange information and work collaboratively to resolve people and capability matters.
External	
Who	Why
Build networks and collaborative relationships to share ideas, learnings and responses to emerging people and capability matters.	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
Engage with relevant stakeholders to provide advice and gather and exchange information.	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Liaise with external service providers to support quality and timely service delivery.	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Influencing and coaching leaders with varying levels of people management capability while balancing business outcomes, employee experience and industrial obligations.
- Providing timely and practical advice across a broad range of operational matters, including complex or ambiguous issues in a dynamic environment.

Qualifications and Technical Requirements

- Tertiary qualifications in human resources (or a related discipline) 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	Build Relationships	Accomplished	• Initiate genuine and difficult conversations and demonstrate vulnerability with others as needed to build trust and respect. • Consider the objectives, backgrounds and context of others when listening and empathising with others. • Identify the key objectives of others and find ways to meet these with mutually beneficial outcomes. • Manage collaboration across our teams to find agreement on our solutions.
	Communicate Effectively	Intermediate	• Use concise language to target messages and avoid overwhelming audiences. • Structure communications to deliver the purpose with impact, using facts or insights, as necessary. • Adjust communication according to the audience to find the right channels to maximise reach. • Understand and apply better ways to use inclusive language and communicate in the voice of Renewal SA.
Innovation and Agility	Be Flexible	Accomplished	• Show awareness of broader implications of changing priorities and communicate with and support impacted stakeholders. • Promote change as opportunities for staff to develop new skills or gain experience. • Develop changes to processes and systems to meet changing needs and ways of working. • Engage with broad stakeholder groups through a variety of means as needed to best achieve the outcomes required.
Solutions Focused	Solve Problems	Accomplished	• Utilise quantitative and qualitative analysis to create a broad view of the issues and solutions.

			• Apply structured evaluation processes with weighting across a number of criteria to inform decisions. • Integrate Renewal SA’s social, economic and organisational objectives and considerations in deciding an outcome. • Identify and manage issues collaboratively with others where the scope is outside of Renew SA’s control.
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Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	☐	I have read and understood the role and expectations of me.	☐
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.