

Position Title:	People Business Partner
Department / Function:	People Performance and Culture
Reports to:	Manager People Performance and Culture

About St John Ambulance South Australia

St John SA's vision is to create a safe, supported, engaged and resilient South Australian community

Our mission is to ensure the wellbeing of all South Australians is improved through St John SA's delivery of innovative, client centred, and evidence-based health, community and educational products and services. All of our work is underpinned by a professional network of volunteers and staff.

Our work in local communities encompasses health services, social connection programs, youth programs, first aid training and product sales, and supporting people during times of disaster – including bushfires and floods.

St John SA acknowledges and pays respect to Australia's Aboriginal and Torres Strait Islander Peoples, the traditional custodians of the lands, waterways and skies across Australia.

The Opportunity

We are seeking a solution-focused People Business Partner to join our collaborative People, Performance & Culture team. An experienced HR professional who enjoys partnering with leaders and helping teams thrive. You will bring a pragmatic approach, excellent judgment, and the ability to balance strategic thinking with hands-on delivery.

Reporting into the People function, you will partner closely with leaders across the organisation to deliver strategic and operational HR support. This is a true business partnering role where you will provide trusted advice, coach leaders, manage complex workforce matters, and contribute to initiatives that strengthen our workforce, culture and employee experience.

While this role is ideally offered on a full-time basis, we recognise exceptional talent comes in many forms and are open to discussing a part-time arrangement for the right candidate.

Duties Include but Are Not Limited To:

Employee Relations & Performance Management

- Provide expert advice on employee relations, workplace conduct, performance and disciplinary matters.
- Manage and conduct workplace investigations.
- Support leaders through performance management and employee development processes.
- Interpret awards, enterprise agreements and employment legislation.
- Identify and mitigate workforce risks through proactive people strategies.

Strategic Business Partnering

- Build trusted relationships with managers and leaders across the organisation.
- Partner on workforce planning, succession planning and talent initiatives.
- Support organisational design and workforce capability planning.
- Analyse workforce trends and provide insights to support decision-making.

Leadership Coaching & Development

- Coach and mentor leaders to strengthen people management capability.
- Support leaders through challenging workforce matters and conversations.
- Contribute to leadership development initiatives and learning programs.
- Promote a culture of accountability, engagement, inclusion and continuous improvement.

HR Operations & Projects

- Support recruitment and selection activities.
- Lead or contribute to people and culture projects.
- Develop and review HR policies, procedures and resources.
- Support compliance, governance and workforce reporting requirements.
- Drive continuous improvement of People systems and processes.

Culture, Change & Wellbeing

- Support organisational change initiatives and cultural development programs.
- Provide advice on change management and workforce impacts.
- Champion employee engagement and positive workplace culture.
- Support workplace health, safety, wellbeing and psychosocial risk initiatives.

Essential Criteria

- Demonstrated experience in a Human Resources Business Partner, People Business Partner, Senior HR Advisor or similar role.
- Strong employee relations experience, including managing complex workplace matters and investigations.
- Sound knowledge of employment legislation, industrial relations, awards and enterprise agreements.
- Proven ability to coach, influence and build effective stakeholder relationships.
- Experience supporting organisational change and continuous improvement initiatives.
- Well-developed communication, problem-solving and interpersonal skills.
- The ability to manage competing priorities in a dynamic environment.

Highly Desirable

- Tertiary qualifications in Human Resources, Business, Organisational Psychology, Management Desirable)
- CPHR accreditation (or equivalent) is highly regarded.
- Qualifications in workplace investigations, mediation or organisational development.
- Current Provide First Aid qualification, or willingness to obtain.

Why Join St John SA?

- Make a meaningful impact in a purpose-driven organisation.
- Partner with leaders across a diverse workforce.
- Join a supportive and collaborative People team.
- Contribute to initiatives that strengthen culture, capability and employee experience.
- Flexible working options available, including consideration of a part-time arrangement for the right candidate.

How To Apply

If you're passionate about building great workplaces and supporting leaders to achieve their best, we'd love to hear from you. [Apply](#) today and help shape the future of our people and our community impact.

St John SA values diversity in the workplace and is an equal opportunity employer. Employment is dependent upon a Criminal History check that St John finds satisfactory, a valid and current Working with Children Check and the evidence of the right to work in Australia.