

HUMAN RESOURCES ADVISOR



Position:	Human Resources Advisor
Classification Level:	Level 8
Temporary:	Full time Temporary Position (24 months maximum term contract)
Reports to:	Chief Executive Officer

Organisational Environment

The West Daly Regional Council will commence operations on 1 July 2014. The council has been formed as part of the 2013 Local Government reforms in the Northern Territory, includes the communities of, Peppimenarti, Palumpa and Wadeye and has a population of approximately 3000.

Personal Attributes

Ethical behavior – this position will have access to highly sensitive information and will be called upon to mediate disputes and provide confidential advice to employees at all levels. It is imperative that the Human Resources Advisor displays the highest level of integrity, ethical conduct and confidentiality to supervisors, managers and the CEO.

Attitude – demonstrates a positive approach towards the workplace ensuring to display appropriate behaviors and to be seen as a respected role model.

Discretion – being able to make decisions on what to do in a variety of situations and ability to make sound judgments.

Confidentiality – keeping personal details of work colleagues and clients private.

Consistency of service – all employees should be treated equally and the service and advice provided by the human resource section needs to be of high quality and consistent.

Safe work practices – perform all work duties following WHS regulations.

Summary of Position

This position is responsible for providing the complete range of human resource services including recruitment and selection, training and development, performance management, dispute resolution, terminations and industrial relations advice.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive team	Community Organisation Representatives
Program Managers	Local Government Association Of the Northern Territory (LGANT) staff
All Council Staff	Consultants
	Community members

Specific Duties

- Develop and maintain effective partnerships and linkages with staff, agencies, HR service providers and other stakeholders, to assist in achieving the council's strategic objectives.
- Provide advice on the interpretation of HR Policies, procedures, guidelines and employee relations issues to staff and management.
- Promote equality and diversity as part of the culture of the organisation.
- Coordinate the recruitment of staff, including developing job descriptions, preparing advertisements, checking application forms, short listing, interviewing and selecting candidates.
- Develop human resource policies and procedures for the whole council.
- Provide advice on human resource policies and procedures and industrial relations.
- Mediate and counsel staff when required.
- Provide advice on pay and other remuneration issues, including promotion and benefits.
- Maintain the organisational chart and human resource data bases to ensure correct recording of all staff and employment related information.
- Develop and maintain a centralised position description data base for all West Daly Regional Council positions.
- Maintain all staff records effectively and confidentiality.
- Coordinate and administer West Daly Regional Council's induction program.
- Manage the administration and maintenance of the staff performance review process.
- Coordinate training programs for staff and deliver training as required.
- Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.
- Support the coordination and promotion of Work Health & Safety Regulations for the Regional Council to maintain a safe working environment.
- Other duties as directed within incumbents skill set and qualifications.

Selection Criteria

Authority and Accountability

- This position reports directly to the CEO and will be required to provide advice, assistance and guidance to Directors, Managers, Team Leaders and Supervisors on both day to day and complex human resource issues.

Judgement and Problem Solving

- Ability to interpret legislation and Awards.
- Ability to provide accurate advice on industrial and employee relations queries.
- Ability to provide appropriate guidance on resolving human resource issues.
- Use sound judgement in assessing performance concerns raised by management, and provide accurate advice on performance management processes.

Specialist Knowledge and Skills

- Extensive knowledge of contemporary Human Resource Management principles and practices.
- Good knowledge, understanding and demonstrated commitment to the principles of Work Health & Safety and Equal Employment Opportunities.
- Ability to work in a sensitive and confidential area.
- Highly developed organisational and time management skills.

Management Skills

- Ability to manage conflicting workloads and priorities.

Interpersonal Skills

- Strong interpersonal skills, including high level written and oral communication, mediation and negotiation skills with an ability to relate appropriately to staff at all levels while providing effective client services.
- Ability to be able to work in a cross cultural environment.
- High level of coordination skills with an ability to effectively lead, train and motivate staff and provide guidance to others in this area.

Qualifications and Experience

- A tertiary qualification in Human Resource Management.
- A minimum of 5 years working experience in a Senior Human Resource role.
- Local Government experience will be highly advantageous.
- Current NT Drivers Licence.

Approval

This appointment is a temporary full time (24 months maximum term contract) position and the appointed applicant will be required to undergo a Police check. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.

Glenda Teede
Chief Executive Officer

I _____ have read, understood and agree to the position description as set out above.

(Signature)

(Date)

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