

# POSITION SUMMARY

## HUMAN RESOURCES ADVISOR CF109

<b>Directorate</b>	Corporate Services & Finance
<b>Section</b>	Human Resources
<b>Classification</b>	Band 3 Level 2 Grade 8
<b>Position Status</b>	Permanent full time
<b>Commencing Salary Range</b>	\$73,421 to \$77,138 per annum + Super
<b>Reports to</b>	Manager Human Resources
<b>Direct Reports</b>	Nil
<b>Work Location</b>	Civic Centre, Russell Street, Bathurst

### Position Purpose

The role of the Human Resources Advisor is to act as a business partner with their allocated internal client groups offering advice and assistance with all facets of HR operational functions including: recruitment, workers compensation, learning and development, provision of industrial advice, performance management, employee conditions, HR metrics and reporting. The HR Advisor will develop strong business relationships and lead the achievement of key outcomes contained in Council's Workforce Plan.

### Key Responsibilities

1. Establish and further develop dialogue and relationships with managers and staff within allocated business units to understand their key HR issues and requirements.
2. Provide proactive HR advice and guidance to members of each business unit to support them in delivering their objectives in Council's Community Strategic Plan.
3. Capability to support and educate staff with regards to HR systems, processes and procedures.
4. Provide end to end service for the employee life-cycle in all aspects of HR activities.
5. Provide workers compensation and return to work services.
6. Research and reporting on HR metrics.
7. Provide assistance to the Manager HR and participate in project teams as required.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Essential

- Bachelor's degree in HR or a related discipline or extensive relevant industry experience resolving employee relations issues.
- Demonstrated capacity to build successful business relationships and networks.
- Ability and experience in clear and persuasive communication, verbally and in writing.
- Organised and procedure oriented with ability to meet deadlines.
- Solid working knowledge of multiple HR disciplines such as recruitment; workers compensation; salary administration including job evaluation; performance appraisals; performance management; staff training and development; disciplinary procedures.
- Demonstrated experience researching, developing and implementing policies and procedures.
- Intermediate user of MS Word, Excel and online HR systems.
- Demonstrated ability to interpret Awards and knowledge of major state and federal legislation affecting the HR role.
- Drivers Licence Class C.

### Desirable

- HR experience in a large multi-faceted organisation.
- Qualifications in workers compensation, WHS, training & assessment, mediation etc.

## Expected Organisational Standards

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

## Employment Conditions

- 35 hour week with RDO every third week.
- Hours of work are 8.30am to 4.45pm Monday to Friday.
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical, audio and drug and alcohol screening required as part of selection process

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