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#### Position Description

Section 1: Position Details

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| **Position Title:** | HR Advisor | **Classification** | Level 5 or 6 TBC | **Date:** | Nov 2017 |
| **Position Reports To:** | General Manager, Business Support | Team: | Human Resources | | |
| **Primary Function** | * Build and maintain productive relationships with Managers at all levels and Team Leaders providing advice and guidance on human resource matters and fostering positive and productive work practices. * Manage performance resolution process and all IR issues * Provide end to end recruitment support * Deliver training to staff and managers, e.g. orientation, EO, FWA updates | **Key Relationships** | * Managers at all levels and Team Leaders * Employees * Consultants, training providers, recruitment agencies, union representatives | | |
| Section 2: Selection Criteria | | | | | |
| **Experience & Qualifications** | | **OHS & Travel** | | | |
| **Key Skills and Qualifications required to meet position objectives** | * Tertiary qualification in Human Resources * Ability to interpret and apply provisions in current legislation and the Carers Victoria Enterprise Agreement. * Demonstrated ability to lead on performance management issues including support to line managers * Demonstrated ability to manage a recruitment function * Exemplary customer service and the ability to communicate effectively is essential to this role * Ability to work to timelines * Ability to prepare reports, briefs and presentations for internal use. * Demonstrated success fostering an employee oriented high performance culture * Ability to plan and implement effective Learning and Development programs | **OH&S & Travel Requirements**Drivers Licence Required:  Yes  NoCurrent National Police Records Check  Yes  NoCurrent Working with Children Checks:  Yes  NoTravel Requirements: None  Occasional  Regular  Frequent  Overnight  N/A  Local  State-wide  Interstate  Weekend Occupational Health and Safety: Office duties: Computer, keyboarding, mouse and phone use; light lifting and bending e.g. files, folders, room set up Setup and pack up associated with training will be required Moving office equipment e.g. Computers, boxes, deliveries  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Work Experience required to meet position objectives** | * At least 3 years’ experience as a Human Resources generalist * Demonstrated sound experience with issue resolution * Current knowledge and understanding of legislation, awards and agreements including the application of this knowledge | | | | |

Section 3: Decision Making Authority

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| **Decision Making Authority** | * Provide processes and act in accordance with legislative requirements * May be required to act as HR Manager during periods of leave * Provide HR support and advice to all managers and staff |

Section 4: Position Accountabilities

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| Area of Accountability | Key Activities | Outputs |
| Workforce management | * Assist with proactively managing performance issues through to resolution providing advice, guidance and coaching to line managers * Coordinate the annual performance appraisal process providing advice and support to managers * Contribute to the development of HR policies, including education and application of policy content * Assist with the development and review of position descriptions | * Successful resolution of performance management activities * Provision of training to line managers in performance management skills * Collate information associated with HR activities and generate regular briefings for HR Manager |
| Recruitment | * Provide specialist recruitment advice * Guide and coach managers and team leaders to navigate the recruitment process both electronically and operationally * Coordinate the advertisement of job vacancies * Prepare contracts of employment, process all variations to contracts * Maintain staff files | * Manage the e-recruitment database * Manage advertisement placement onto job boards * Build and manage the employment brand |
| Onboarding and induction | * Coordinate the induction and onboarding of all new staff. * Setup staff on HR/Payroll system | * Ensure a consistent onboarding process is followed for the commencement of all new employees |
| Learning and development | * Ensure the HR suite of mandatory training is delivered to staff according to annual calendar. * Contribute to the development of the annual L&D plan | * Deliver internal training programs |
| Health & Wellness in the workplace | * Ensure compliance with OHS legislation * Participate in OHS activities from time to time * Ensure promotion of safe work practices with a focus on employee safety, wellness and welfare * Facilitate and promote the EAP |  |
| Work cover | * Act as the Return to Work Coordinator * Facilitate the return to work process including liaison with staff, managers, insurer, medical professionals and rehabilitation professionals * Ensure compliance with the OH&S Act and internal policy * Liaise with Insurer and payroll staff * Assist managers to develop appropriate RTW process |  |
| General | * Involvements in development and implementation of HR projects and initiatives. * HR Analytical reporting. * Manage requests for student placements * Maintains currency of knowledge in the HR field * Develop resource material that enhances the effective management of human resources * Follow up probation reviews with managers. * Ensure new and existing employees have current Police Check and Working with Children checks. | Analyse data and trends, draw conclusions and make recommendations. |

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| Core Competency | Description |
| Job knowledge | Demonstrates the knowledge and skill necessary to perform effectively; understands the expectations of the job; stays current with new developments in area of responsibility; applies knowledge effectively given circumstances of varying situations |
| Customer/Carer focus | Is dedicated to identifying and meeting Customer /Carer needs; responds to customer/Carer needs with a sense of urgency; listens to and understands the needs of the service recipient and responds accordingly; presents a supportive, helpful manner with customers; contributes to team/organization tasks or projects to get results for customers/carers |
| Teamwork and collaboration | Considers others viewpoints, puts team first and demonstrates respect for all individuals; participates in team meetings, projects and activities; contributes to a friendly, supportive work environment by developing effective working relationships; uses collaboration in problem-solving as appropriate; shares information, knowledge and resources and helps others. |
| Communication | Is able to communicate effectively in written and verbal form; uses active listening skills internally and externally; can have open discussions; resolves conflict effectively |
| Effectiveness/results | Establishes priorities and acts accordingly; identifies alternatives & makes sound judgments; proactively identifies problems and develops solutions; avoids duplication, works efficiently and effectively; maintains a clear focus on outcomes and measurable results rather than activity or process ; is well organized and seeks to improve the efficiency and effectiveness of the work unit; has effective time management skills |

*Carers Victoria is committed to diversity, equal opportunity, and protecting the best interests and safety of children and vulnerable people.*

*Carers Victoria is a smoke free workplace.*