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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
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| 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 [x]  NoCurrent National Police Records Check [x]  Yes [ ]  NoCurrent Working with Children Checks: [x]  Yes [ ]  NoTravel Requirements:[ ]  None [x]  Occasional [ ]  Regular [ ]  Frequent [ ]  Overnight [ ]  N/A [ ]  Local [ ]  State-wide [x]  Interstate [ ]  WeekendOccupational Health and Safety:[x]  Office duties: Computer, keyboarding, mouse and phone use; light lifting and bending e.g. files, folders, room set up [x]  Setup and pack up associated with training will be required[x]  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
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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
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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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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.*