

Position Description

Position title:	Human Resources Advisor
Location:	Head Office with some intrastate travel as required
Reports to:	Senior Human Resources Advisor
Role Type:	Full Time – 12 Month Contract
Directly manages:	No direct reports
Other Key Relationships:	Team Leaders; Service Managers, Executive team; General Manager(s); Internal HR departments.

Purpose

To support key business activities and Cara's strategic objectives through the accurate provision of advice and services related to our people.

Primary Responsibilities

- Responsible for providing accurate interpretation of Enterprise Agreement clauses to internal customers.
- Provide consistent support and accurate performance management advice to internal customers.
- Ensure that Visa, DCSI and other mandatory regulatory employee information is collected during on boarding and systems are utilised to monitor ongoing compliance.
- Maintain accurate employee information within HRIS to ensure smooth payroll functioning.

General Position Responsibilities

- Ensure employees receive consistent terms and conditions of employment through accurate interpretation of Enterprise Agreement and Award clauses;
- Ensure that contracts are issued, regulatory data is collected and entered into appropriate systems, and required employee information is disseminated to appropriate departments;
- Provide professional support to internal customers around performance management and disciplinary processes in alignment with Policy, Procedure and legislative requirements;
- Assist the Payroll Manager to appropriately maintain employee pay records and details;
- Assist with the implementation and maintenance of other Human Resources services, such as: PDPs (Professional Development Plans) and EAP (Employee Assistance Program);
- Maintain a professional approach in the workplace by adhering to Cara's values and goals;
- Maintain and demonstrate a commitment to customer service by supporting Cara's continuous improvement processes and modelling expected behaviour in a customer service focused environment;
- Work collaboratively to innovate and evolve service opportunities and options with consistent outcomes;
- Provide timely reports in response to scheduled or as required needs;
- Maintain confidentiality and protect operations by ensuring sensitive information is kept secure;
- Maintain a culturally aware and sensitive profile adhering to Cara's values and contributing to staff development, knowledge and understanding of cultural diversity;

- Maintain a healthy and safe workplace by:
 - taking reasonable care to protect own safety and that of others whilst at work;
 - adhering to WHS policies and procedures;
 - obeying any reasonable instruction from Cara management;
 - using and maintaining equipment provided for health or safety purposes;
 - not being affected by consumption of alcohol or a drug in such a way as to endanger own safety or that of others in the workplace;
 - Actively supporting any colleague who may injure themselves at work.
- Maintain Equal Opportunity principles in the workplace by adhering to EO legislation and relevant Human Resource policies;
- Follow any reasonable direction from Cara management.

Qualifications and Experience

- **Qualifications - Essential**
 - Minimum 12 months experience in a similar role/function, or
 - Completion of a Certificate IV or higher qualification in Human resources, Business Management or a similarly related field, or
 - A combination of experience and qualification described above (e.g. partial completion of a Certificate with 6 months experience).
- **Experience - Essential**
 - Succinct and clear writing skills
 - Strong attention to detail and procedural fairness
 - Proven track record of meeting deadlines
 - Ability to prioritise and self-manage workload
 - Excellent written and verbal communication skills
 - An understanding of investigative techniques, processes and systems
 - Strong relationship building
- **Experience - Desirable**
 - Strong skills in performance management and disciplinary processes
 - Previous experience managing hierarchical electronic systems, HRIS and conducting pay runs
 - Understanding of processes to support cultural change

Essential conditions

- Satisfactory Department for Community and Social Inclusion (DCSI) Child Related Employment Clearance;
- Current Driver's Licence;
- Satisfactory Completion of Child Safe Environments training (can be provided by Cara);
- Preparedness to work flexible hours in order to meet customer deadlines