



## POSITION DESCRIPTION

<b>Position:</b>	Human Resources Advisor
<b>Department:</b>	Human Resources
<b>Reports to:</b>	Human Resources Manager
<b>Direct Reports:</b>	Nil
<p style="text-align: center;"><b>Our Vision:</b></p> <p style="text-align: center;"><i>"To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability"</i></p> <p><b>We value:</b></p> <p><b>Teamwork:</b> We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p><b>Leadership:</b> We lead ourselves and we lead others to deliver our vision.</p> <p><b>Passion:</b> We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p><b>Reliability:</b> We can be relied upon to do what we say we will do and what we need to do.</p> <p><b>Ethics:</b> We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
<b>Position Purpose:</b>	
The Human Resources Advisor supports the HR Manager in all generalist HR activities, specifically reviewing and advising on HR policies and processes across the business, ensuring the most effective utilisation of human resources for the purpose of achieving strategic business objectives. This role primarily acts as a Business Partner delivering operational HR advice and the provision of the full range of general HR services and activities to managers and supervisors across the business.	
<b>Key Result Area:</b>	<b>Specific Tasks:</b>
<b>Recruitment, Selection &amp; Induction</b>	<ul style="list-style-type: none"> <li>• Work with hiring managers on recruitment planning meetings</li> <li>• Create and update position descriptions</li> <li>• Determine applicant suitability by conducting interviews; analysing applicant responses; verifying references and comparing qualifications to job requirements</li> <li>• Develop and manage a pool of candidates for seasonal casual positions</li> <li>• Post positions vacant in newspapers, job boards and other appropriate mediums</li> <li>• Maintain the Flavorite careers website</li> <li>• Prepare contracts of employment</li> <li>• Facilitate inductions</li> </ul>
<b>HR Operations</b>	<ul style="list-style-type: none"> <li>• Implement HR policies, practices and procedures, and ensure compliance with legislation</li> </ul>

Position Number: PD057

Revision Date: 25 February, 2016

Position Name: HR Advisor

Reviewed by: T.McGrogan



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	<ul style="list-style-type: none"> <li>• Provide accurate and timely advice and support to employees and managers surrounding human resource related policies and practices</li> <li>• Assist with the preparation and facilitation of various training programs</li> <li>• Facilitate the development of HR skills in managers and supervisors by advising on matters of employment law and best employment practice and the interpretation of terms and conditions and HR policies and procedures</li> <li>• Ensure exit interviews are conducted and monitored</li> <li>• Ensure the organisational chart is accurate and up to date</li> <li>• Coordinate the orientation, training and probation process of new employees</li> </ul>				
<b>Workplace Health &amp; Safety Operations</b>	<ul style="list-style-type: none"> <li>• Assist with the development of occupational health and safety systems including policies, procedures and manuals</li> <li>• Promote occupational health and safety and develop safer and healthier ways of working</li> <li>• Undertake workplace inspections to ensure safety regulations are being met and identify hazards and risks</li> <li>• Ensure there is compliance with organisational procedures and safety standards</li> <li>• Ensure the organisation is aware of, and complies with, all legislation relating to its duty of care, workplace activities and the use of its plant, equipment and substances</li> <li>• Record and report hazards, accidents, injuries and health issues within the workplace</li> <li>• Undertake investigations of accidents and unsafe working conditions, study possible causes and recommend remedial action</li> <li>• Coordinate emergency procedures, firefighting and first aid crews</li> <li>• Communicate frequently with management to report on the status of occupational health and safety programs</li> <li>• Conduct site safety inductions</li> </ul>				
<b>Return to Work &amp; Injury Management</b>	<ul style="list-style-type: none"> <li>• Provide support to the Return to Work Coordinator with the administration and rehabilitation of injured employees</li> </ul>				
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Participate in HR planning and budgeting</li> <li>• Provide key HR metrics reports</li> <li>• Maintain up to date and accurate staff records and filing systems</li> <li>• Develop and maintain forms and standard operating procedures</li> <li>• Other duties as required</li> </ul>				
<table border="1"> <tr> <td>Position Number: PD057</td><td>Revision Date: 25 February, 2016</td></tr> <tr> <td>Position Name: HR Advisor</td><td>Reviewed by: T.McGrogan</td></tr> </table>		Position Number: PD057	Revision Date: 25 February, 2016	Position Name: HR Advisor	Reviewed by: T.McGrogan
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Person Specification:	
<b>Mandatory Qualifications / Skills:</b>	<ul style="list-style-type: none"><li>• Bachelor Degree in Business, HR or similar</li><li>• Extensive practical experience in a generalist HR role</li><li>• A demonstrated understanding of current employment legislation</li><li>• Advanced proficiency in the Microsoft suite</li></ul>
<b>Desirable Qualifications / Skills:</b>	
<b>Personal Attributes:</b>	<ul style="list-style-type: none"><li>• Well-developed communication skills</li><li>• Ability to prioritise based on business objectives and risk</li><li>• Ability to influence, counsel and mentor</li><li>• Strong problem solving skills</li><li>• High level of organisational and time management skills</li><li>• High level of ethics, honesty and integrity</li><li>• Strong customer service focus</li><li>• Attention to detail</li></ul>

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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