

Position:	HR Advisor
Department:	Human Resources
Reports to:	HR Manager
Direct Reports:	Nil
<p style="text-align: center;">Our Vision:</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>We value:</p> <p>Teamwork: We consider everyone at Flavourwave as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavourwave and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
Position Purpose:	
<p>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.</p>	
Key Result Area:	Specific Tasks:
Recruitment, Selection & Induction	<ul style="list-style-type: none"> • Work with hiring managers on recruitment planning meetings • Create and update position descriptions • Determine applicant suitability by conducting interviews; analysing applicant responses; verifying references and comparing qualifications to job requirements • Develop and manage a pool of candidates for seasonal casual positions • Post positions vacant in newspapers, job boards and other appropriate mediums • Maintain the Flavourwave careers website • Prepare contracts of employment • Facilitate inductions
HR Operations	<ul style="list-style-type: none"> • Implement HR policies, practices and procedures, and ensure compliance with legislation • Provide accurate and timely advice and support to employees and managers surrounding human resource related policies and practices • Assist with the preparation and facilitation of various training programs

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	<ul style="list-style-type: none"> 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 Ensure exit interviews are conducted and monitored Ensure the organisational chart is accurate and up to date Coordinate the orientation, training and probation process of new employees
Workplace Health & Safety Operations	<ul style="list-style-type: none"> Assist with the development of occupational health and safety systems including policies, procedures and manuals Promote occupational health and safety and develop safer and healthier ways of working Undertake workplace inspections to ensure safety regulations are being met and identify hazards and risks Ensure there is compliance with organisational procedures and safety standards 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 Record and report hazards, accidents, injuries and health issues within the workplace Undertake investigations of accidents and unsafe working conditions, study possible causes and recommend remedial action Coordinate emergency procedures, firefighting and first aid crews Communicate frequently with management to report on the status of occupational health and safety programs Conduct site safety inductions
Return to Work & Injury Management	<ul style="list-style-type: none"> Establish and maintain external relationships with various service providers including Workers Compensations Insurers, General Practitioners, specialist medical consultants, rehabilitation providers and allied health providers Ensure early intervention and timely return to work of ill and/or injured employees where it is safe and practicable to do so Actively manage cases of employee injuries and/or illnesses Receive, process and action all workers compensation claims in accordance with the requirements of the Workers Compensation Act and Flavourwave's insurance provider, including the development of return to work plans and review of remedial action Receive, process and action all reports of near miss, injury/incident and hazards, ensuring documentation is properly completed and follow up action undertaken Develop, implement and monitor injury management plans or return to work plans and programs as required, and in conjunction with the nominated treating doctor and Flavourwave's insurer

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	<ul style="list-style-type: none"> • Organise and attend medical appointments with injured workers as required including liaison with medical professionals • Ensure prompt notification and escalation of new incidents of employee injury and/or illness, report on existing cases and coordinate the return to work meetings • Provide coaching, mentoring and training to ensure supervisors and managers meet their workers compensation and injury management obligations in accordance with relevant company policy and procedures • Analyse staff injury, illness and workers compensation performance data and provide recommendations for continuous improvement
Administration and Employee Engagement	<ul style="list-style-type: none"> • Answering calls professionally and relaying messages where required • Greet and direct farm visitors • Develop and maintain forms and standard operating procedures • Maintain administration and farm databases • Maintain training and qualifications database • Maintain office equipment and supplies • Manage farm cleaning schedule • Undertake monthly farm supply stocktake and ordering • Use SAP to raise purchase orders, issue stock and goods receipt purchases • Coordinate service recognition awards • Manage Flavourwave's Facebook account • Provide administrative support to employees and managers • Coordinate employee events • Maintain up to date and accurate staff records and filing systems • Undertake payroll support functions including: <ul style="list-style-type: none"> ○ Exporting Hortimax data for payroll ○ Maintaining new and terminated employees in Hortimax ○ Processing of leave forms in line with relevant legislation ○ Oversee, analyse and approve seasonal worker pay • Participate in HR planning and budgeting • Provide key HR metrics reports • Other duties as required
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Bachelor Degree in Business, HR or similar • Extensive practical experience in a generalist HR role • A demonstrated understanding of current employment legislation • Advanced proficiency in the Microsoft suite
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • Demonstrated experience in Workers Compensation claims management • Current Return to Work certification • Current First Aid certification

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Personal Attributes:	<ul style="list-style-type: none"> • Ability to influence, counsel and mentor • Strong problem-solving skills • High level of organisational and time management skills • High level of ethics, honesty and integrity • Strong customer service focus • Attention to detail • Ability to prioritise based on business objectives and risk • Highly developed interpersonal and communication skills
Physical Specification:	
Physical Demands of role:	<ul style="list-style-type: none"> • Occasionally working in a tropical environment – temperature 23 to 30 degrees and humidity 60 to 76%. • Occasionally working in a refrigerated environment – 12 to 15 degrees • Constant sitting while performing computer tasks • Constant and repetitive keyboard use • Frequent and repetitive telephone use • Occasional climbing in to and out of vehicles • Occasional lifting of various weights and volumes

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. Flavourwave management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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