JOB DESCRIPTION FORM

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| Effective date of document | September 2020 |
| Award | ACCHS |
| Award Type | Admin Grade 5 |

**POSITION IDENTIFICATION**

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| **Title:** | **Human Resource Advisor** |
| **Reports to:**  **Supervision of:** | **Executive Manager Workforce**  NIL |
| **Relationships – Internal**   * Executive Manager Workforce – direct manager * Executive Managers within KAMS – providing HR support and advice when requested * Senior Managers within KAMS – providing HR support and advice when requested * KAMS Staff – providing HR advice when requested   **External**   * Member Aboriginal Health Services – providing support and advice on recruitment, HR matters and HR policy and procedures * Employment Office – Recruitment * AHRI – for reference and advice on HR policies and procedures * ACHWA – member of the Youth Committee | |
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| **Duty Statement** |
| This position is responsible for providing support to the Executive Manager Workforce by contributing to the accomplishment of Human Resource practices and objectives that will provide an employee oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.  The Human Resource Advisor is responsible for the implementation of services, procedures, policies, and programs, reports to the Executive Manager Workforce and provides support and advice to managers with HR matters.  **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities**  **HR Service Delivery - Management of KAMS Infrastructure**   * Ensure policies and procedures for recruitment of new staff are in place, reviewed regularly and made available to all Staff. * Correctly interprets, applies and advises on legislation, standards, awards/agreements, KAMS policies and procedures relating to recruitment, establishment and HR matters to assist and advise others in their decision making. * Provides best-practice advice regarding recruitment, establishment and HR matters. * Researches, promotes and applies effective applicant attraction strategies and proper assessment methodology. * Administers and supports advertising and selection activities for the Department (KAMS/Members/KRS/Clinical Services). * Responds to enquiries, maintains information systems and liaises with applicants and managers to arrange appointments. * Creation of employment contracts and addendums * Reporting requirements relating to surveys and performance management cycles * Auditing KAMS HR personnel files * Develops and maintains effective internal and external networks and working relationships. * Works collaboratively and respectfully with team members, customers and stakeholders to achieve seamless service delivery. * Communicates clearly, effectively and confidently using the appropriate medium for conveying information to the audience. * Approaches work tasks in a proactive, organised and practical manner. * Seeks opportunities to enhance customer satisfaction. * Engages in training and development opportunities and seeks additional expertise when required.   **Strategic HR Management**   * Maintain the HR records of all KAMS employees. * Maintain all relevant forms, templates and other documentation required for the implementation of KAMS Human Resources Policies and Procedures. * Support the Executive Manger Workforce with the Workers Compensation, Rehabilitation and Return to Work process at KAMS * Support the Executive Manger Workforce with the development of relevant HR Policies, Procedures and Practices * Support the Executive Manger Workforce in strategic HR projects. * Creates and maintains accurate and up-to-date human resource records, systems, registers and databases and produces standard reports. * Supports the application of quality assurance processes for compliance with relevant legislation. * Maintains accurate records and contributes to regular HR reporting. * Assists with the administration and maintenance of HR systems and processes, providing advice and training to others as required.   **Management of Employee Contribution**   * Provide advice and information (KAMS-Members/KRS/Clinical Services) on all matters relating to human resources and industrial relations including legislation, standards, awards/agreements, KAMS policies and procedures. * Advise employees on work matters, career development, industrial matters, etc * Conduct audits for HR processes at Member Services and provide recommendations. * Delivers a responsive, effective and solution-focused service. * Identifies and prioritises customer needs, and acts to ensure those needs are met.   **Management of Transformation and Change**   * Coordinate Workforce development and learning programs for (KAMS/Members/KRS/Clinical Services). * Support and assist KAMS Managers and its Member Services in the regular conduct of staff performance appraisals * Promote and coordinate the Employee Assistance Program (EAP) for (KAMS/Members/KRS/Clinical Services) * Identifies and constructively contributes to the development, enhancement and implementation of policies, references and procedures relevant to team function and service delivery. * Contributes to internal strategies of information sharing and knowledge management. * Develops and maintains knowledge of contemporary human resource management trends and issues, and industrial relations including relevant Commonwealth and State legislative requirements and Awards |

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| **Selection Criteria** |
| **Essential:**   * A sound and practical understanding of HR with relevant qualifications and/or 3 to 5 years’ experience * A demonstrated understanding of the current employment legislation, and the ability to interpret and represent internal HR policies. * Excellent problem-solving skills including a high level of conceptual and analytical ability * Highly effective time management skills including the ability to multi-task and work under pressure in a high volume work environment * Ability to organise own workload with minimal direction and work as part of a team * Highly developed interpersonal skills, including conflict resolution skills. * Demonstrated high level of verbal, oral and written communication skills * Capacity to consistently demonstrate a high level of initiative, attention to detail as well as the ability to analyse and report on results. * Ability to communicate and work effectively with Aboriginal people * Ability to maintain confidentiality at all levels   **Desirable:**   * “C” class drivers licence * Federal Police Clearance * Experience in working within Aboriginal Community Controlled Health Organisations * Sound knowledge and understanding of Aboriginal culture |

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.kamsc.org.au**](http://www.kamsc.org.au/) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |