



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

Position Title:	Human Resources Advisor
Reporting To:	Operations Manager
Award:	<i>Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification:	Administrative Grade 5
Hours:	1.0 FTE 75 Hours per Fortnight
Direct Reports:	Nil
Effective Date :	14 th May 2020
Review Date:	14 th May 2021

Position Overview

The Human Resources (HR) Advisor reports to and is directly accountable to the Operations Manager. The HR Advisor is responsible for providing accurate and timely HR advice, support and consultancy services to the Chief Executive Officer, managers and employees in the delivery of organisational strategic objectives. This role has a HR generalist focus managing all aspects of HR including: policy development, recruitment and selection, learning and development, coaching and mentoring, administration, performance management, remuneration, risk management and HR reporting.

The role will provide direct consultancy and advisory support to the Chief Executive Officer and partner with line managers across the organisation to provide guidance and support on all aspects of HR, working closely with the HR Administrator. This role will also be a primary contact for all Puntukurnu Aboriginal Medical Service employees and contractors as required for employment or contract related queries.

Position Responsibilities

- Provide consultancy and advisory services to the Chief Executive Officer, managers and employees on HR management issues together with the interpretation of relevant Acts, Regulations, Awards, Industrial Agreements and Legislation related to HR.
- Provide timely day-to-day HR advice, support and consultancy to the Chief Executive Officer, managers and employees in workforce planning, job design, recruitment and on-boarding, employee relations, performance management, remuneration, conflict resolution and off-boarding.
- Support the Chief Executive Officer, managers and employees in the interpretation and adherence to the appropriate industrial agreements.

- Provide advice, coaching, feedback and support to the Management Team to effectively manage the performance and development needs of the Puntukurnu Aboriginal Medical Service workforce. This may include providing advice or attendance in performance management meetings with employees and/or paired with appropriate performance and development plans.
- Provide advice to the Management Team on broad workforce planning, capability building, capacity building and organisational structural frameworks.
- Provide dedicated one-on-one advice and support to allocated line managers regarding their specific workplace related issues and requirements.
- Contribute to monitoring the currency of all HR Policies, procedures and supporting documentation as part of the overall Quality Management System and to meet appropriate safety and quality standards.
- Manage all compliance and auditing processes to ensure HR related personnel, training, credentialing and other related processes comply with relevant legislation and local policies and procedures.
- Perform monthly workforce and other HR related reporting to the Management Team as required.
- Provide advice and support on HR risk management and legal matters at both an organisational level and for individual case management.
- Be a key point of contact for employees and provide appropriate information, advice and support.
- Assist with the implementation of Risk Management processes across the organisation and provide key stakeholders with assistance and advice as required.
- Model and demonstrate constructive working relationships and information exchange across the organisation.
- Actively participate in promoting, and contributing to organisational development toward a best practice working environment.
- Source and/or facilitate relevant training programs information sessions for management and employees on a variety of human resource management issues.
- Other duties consistent with the position where required and/or requested by the Management Team.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.

5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Health and Safety Act (WA) 1984*.
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Demonstrated experience in a generalist HR Advisor role (minimum of two years) with a sound knowledge of contemporary HR practices including knowledge and understanding of relevant standards and legislations.
- A tertiary qualification in Human Resources or a related field.
- Proven ability to interpret and apply industrial agreements, providing advice to management and employees.
- Coaching skills at both an organisational and individual level.
- Sound project management, planning and organisational skills with the ability to manage competing priorities.
- Strong written and verbal communication skills.
- An understanding of and complete commitment to confidentiality.
- Highly developed interpersonal skills to ensure effective communication with applicants, external organisations, management and employees at all levels of the organisation.
- Experience in dealing with difficult stakeholders where empathy and discretion is required.
- Demonstrated change management experience and the ability to operate in a complex and challenging environment.
- A proactive, professional and customer-focused approach with the ability to influence and negotiate effective outcomes with a broad range of people from a variety of backgrounds and effectively contribute to a team environment.
- Strong organisational, analytical and problem solving skills.
- Demonstrated knowledge and understanding of continuous quality improvement principles with experience in the practical application of these principles in evaluating organisational and employees' needs.
- Proficiency in the use of business technology and desktop applications; including use of Microsoft office packages and internet database packages.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community.
- Understanding the challenges and issues including social determinants affecting Aboriginal people's health in contemporary Australian society.

APPOINTMENT FACTORS

Location: Based in Newman.	Accommodation: Nil
Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of the Federal Police Clearance, and where required comply with legislative checks• Unencumbered 'C' class Manual Driver's Licence	Specialised Equipment Operated:

ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date