



## Puntukurnu Aboriginal Medical Service

### Job Description Form (JDF)

<b>Position Title:</b>	People and Culture Advisor
<b>Reporting To:</b>	People and Culture Manager
<b>Award:</b>	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification:</b>	Administrative Grade 5
<b>Hours:</b>	1.0 FTE 75 Hours per Fortnight
<b>Direct Reports:</b>	NIL
<b>Effective Date :</b>	18 <sup>th</sup> March 2024
<b>Review Date:</b>	18 <sup>th</sup> March 2025

### Position Overview

The People and Culture (P&C) Advisor directly reports to the People and Culture Manager and is accountable to the Director of Corporate Services and, is responsible for providing accurate and timely people and culture related advice, support and consultancy services to the Executive Management team, managers and employees.

This role has a generalist focus managing all aspects of the people and culture function including: policy development, recruitment and selection, capability, learning and development, coaching and mentoring, compliance, remuneration and reporting.

Working with the People and Culture Manager, the position incumbent supports and partners with the Executive Management Team and line managers across the organisation to achieve strategic goals and objectives. This role will also be a primary contact for all Puntukurnu Aboriginal Medical Service (PAMS) employees and contractors as required for employment related queries.

### Position Responsibilities

#### A. Consultancy and Advisory Duties

Under the direction and delegation of People and Culture Manager:

- Provide consultancy and advisory services to the Executive Management, line managers and employees on people management issues together with the interpretation of relevant Acts, Regulations, Awards, Industrial Agreements and Legislation;

- Provide timely day-to-day human resources advice, support and consultancy to all staff (as relevant) in workforce planning, job design, recruitment and on-boarding, employee relations, performance management, remuneration, conflict resolution and off-boarding;
- Provide advice, coaching, feedback and support to the Executive Management Team to effectively manage the performance and development needs of the PAMS workforce. This may include providing advice or attendance in performance management meetings with employees and/or paired with appropriate performance and development plans;
- Provide dedicated one-on-one advice and support to allocated line managers regarding their specific workplace related issues and requirements;
- Effectively manage challenging workplace issues (including investigations) to reach mutually acceptable outcomes;
- Provide advice and support on people and culture risk management and legal matters at both an organisational level and for individual case management; and
- Be a key point of contact for employees and provide appropriate information, advice and support.

#### **B. Workforce Attraction and Development**

- Support (as directed) the People and Culture Manager with development of the Workforce Continuity Plan and an Aboriginal Workforce Attraction and Development strategy;
- Work alongside the People and Culture team to:
  - a) Undertake reviews of job description forms and work plans across the organisation;
  - b) Undertake processes relating to staff recruitment (including locum sourcing), appointment, onboarding and exit process;
  - c) Recommend and organise (where endorsed) organisational development activities;
  - d) Organise mandatory training schedules as they apply to different Work Units and in adherence to the Training Matrix;
  - e) Champion professional development for staff, with effective embedding of learning plans; and
  - f) Assist in the application of the performance management system and provide ongoing support to line management and staff.

#### **C. Compliance and Continuous Improvement**

- Contribute to monitoring the currency of all People and Culture policies, procedures and supporting documentation as part of the overall Quality Management System and to meet appropriate legislative, safety and quality standards;
- Support compliance and auditing processes to ensure HR related personnel, training, credentialing and other related processes comply with relevant legislation and local policies and procedures. Lead audits (including spot audits) where delegated;
- Act as nominated internal injury management coordinator to action processes for work and non-work related injuries, return to work and rehabilitation;
- Perform monthly workforce and other People and Culture related reporting to the Executive Management Team as directed;
- Oversee maintenance of People and Culture software systems and promote improvements including emerging technologies; and
- Lead (where directed) People and Culture improvement projects.

#### **D. Other Responsibilities**

- In the absence of the People and Culture Manager and/or where directed, assist managing the day-to-day operations of Work Group; and
- Provide any ad hoc assistance to the People and Culture Manager and Director of Corporate Services as and when required.

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 *Work Safety and Health Act 2020* (WA);
9. Identify and assist to reduce Work Health & Safety hazards and risks; and
10. Follow the reasonable direction of Work Health & Safety representatives.

#### **SELECTION CRITERIA**

##### **ESSENTIAL:**

- Demonstrated experience in a generalist People and Culture 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; and
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

#### **DESIRABLE:**

- The person is of Aboriginal and/or Torres Strait Islander descent and is acknowledged as such by their community;
- Previous experience working within an Aboriginal Community Controlled Health service environment;

#### **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman	<b>Accommodation:</b> As per conditions of employment
<b>Allowances/Conditions:</b> Employment is conditional pending the outcome of: a) Federal Police Clearance b) Where required comply with legislative checks c) Unencumbered 'C' class Manual Driver's Licence; d) Evidence of COVID 19 Vaccination	<b>Specialised Equipment Operated:</b> Ability and willingness to drive 4WD vehicles

#### **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