



POSITION DESCRIPTION

# HUMAN RESOURCES ADVISOR



**Gladstone Ports Corporation**

*Growth, Prosperity, Community.*





## POSITION DESCRIPTION

### Human Resources Advisor

<b>Position Number</b>	<b>1443, 1444, 1430</b>
<b>Position Status</b>	<b>Permanent, Full Time</b>
<b>Position Supervisor</b>	<b>Human Resources Specialists</b>
<b>Department</b>	<b>People Community &amp; Sustainability</b>
<b>Job Level of Work</b>	<b>I</b>

### Job Purpose Statement

Support the Human Resources Specialist (HRS) and Human Resources Operations Manager (HROM) in the implementation of the HR strategies across GPC. This will be achieved by participating in initiatives or projects aimed at continuous improvement in all facets of site and departmental HR.

The role will provide support across HR functions including the collection and management of people data and recruitment.

### Job Accountabilities

- Provide a confidential service to leaders when dealing with Human Resources matters;
- Ensure employee matters are managed through compliance with established human resources governance requirements;
- Partner with the HRS to coordinate the end to end processes pertaining to recruitment and employment for their client group by:
  - Providing subject matter expertise and support services in all aspects of recruitment and selection including candidate sourcing and screening, interviews, reference checks and on-boarding and probation;
  - Coordinating psychometric testing, medical assessments and site visits if required;
  - Providing assistance to new starters regarding relocations and offer documentation;
  - Ensuring the integrity of the recruitment process and that the process is completed in accordance with GPC Recruitment Standard and associated Specifications and work instructions;
  - Facilitate the training of selected GPC employees including hiring managers to be competent in the application of the Standard.
- Partner with the HRS to ensure reliability of information systems for their client group by:
  - Being the interface between Payroll and Human Resources systems.
  - Providing support, guidance and training to users of the systems.
  - Providing a responsive service to users of the systems.
  - Maintain HR data registers (ie. IPDs, Disputes, HRIC)
- In partnership with the HRS, maximise department outputs through:
  - Accurate timely advice around EA interpretation / application; and
  - Relevant HR data retrieval, collation, analysis and forecasting
- In partnership with the HRS, ensure the utilisation of capability through the implementation of effective performance management systems including:
  - Revision of Position Descriptions



- Completion of effective Performance Reviews
  - Follow up and coordination of Development Plans
- Develop a culture of continuous improvement and responsibility through the modelling of behaviours / values and identifying/creating opportunities for cross department interaction.
- Contribute to the implementation of the HR Strategic Plan through the completion of projects aligned to the GPC Strategic Plan
- Comply with all the Health, Safety and Environment management system requirements
- Comply with GPC's Code of Conduct and lead by example GPC's values and guiding principles:  
**Growth, Prosperity, Community**  
Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
- Comply with GPC's policies, standards and procedures in the workplace.

## Decision Making Authority & Impact

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role
- The position is expected to offer recommendations on improvements to systems, procedures and processes to ensure it meets the departments' needs.

## Job Challenges & Impacts

- Operate effectively in an environment where there are conflicting demands on resources.
- To develop effective communication networks and techniques to provide information to relevant stakeholders.
- Maintain and enhance relationships throughout GPC.
- To provide an information system that meets our operational needs.
- Evolve the HR function and perception to a value adding responsive business partner overcoming a transactional mindset.
- Apply HR practices to the specific department consistent with GPC culture.
- In partnership with the HRS, provide a generalist service across multiple functions – industrial relations, human resources, remuneration and benefits etc.

## Key Relationships

### Internal

- Constant daily interaction with the HRS in relation to all matters
- HR Operations Manager for technical advice, support, strategic direction and development.
- Payroll
- Interaction and provision of a customer focused service with personnel within GPC;

### External

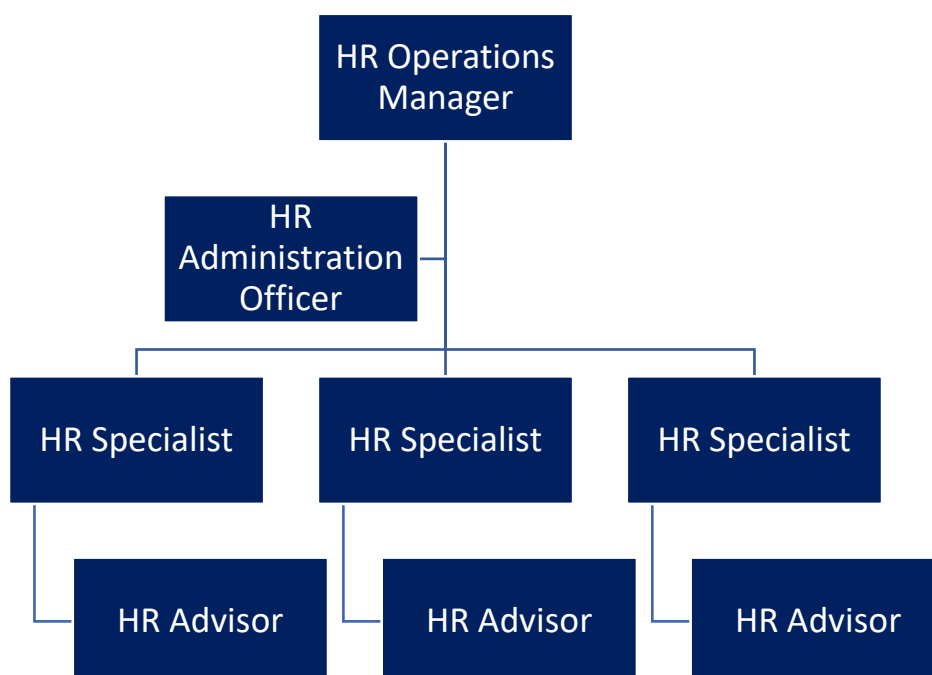
- Government Agencies
- Recruitment candidates



## Level of Supervision

Direction is provided on the projects, service and support levels to be undertaken, with the role incumbent determining the appropriate use of established methods, tasks and sequences. There is some scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available.

## Organisation Chart



## Formal Qualifications

- Tertiary qualifications in HR, Organisation Psychology or equivalent experience is desirable.
- Experience in Data reporting and analysis.
- Knowledge of business reporting, payroll and HR systems.
- Understanding of the business environment and associated human resources processes.



## Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Effective Communication & Engagement	<ul style="list-style-type: none"><li>• Ability to engage employees and leaders at all levels within the business in an effective and efficient manner;</li><li>• Enhanced interpersonal and communication skills, including effective conflict resolution skills, dispute resolution and resilience;</li><li>• Demonstrated ability to communicate with and influence stakeholders at all levels, both within and external to organisation;</li><li>• High level relationship building and maintenance skills.</li></ul>
2. Technology Skills	<ul style="list-style-type: none"><li>• High level PC skills and expertise in MS Office suite.</li><li>• Demonstrated ability to gather, analyse and interpret data and forecast trends.</li></ul>
3. Recruitment	<ul style="list-style-type: none"><li>• Knowledge and experience in the application of best practice recruitment and selection practices.</li><li>• Knowledge of various employment legislation and relevant GPC Standard, Specifications and work instructions.</li><li>• Understands and applies social media and technology to attract a broad candidate pool.</li><li>• Exhibits a deep understanding of diversity and application within recruitment campaigns.</li></ul>
4. Understanding of Employment Legislation and Industrial Relations	<ul style="list-style-type: none"><li>• Knowledge of GPC's Enterprise Agreement, application, productivity initiatives and facilitative Clauses;</li><li>• Understanding of Fair Work Act and general employment law;</li><li>• Working knowledge and application of Enterprise Agreements and Legislative requirements – EEO, Affirmative Action, Harassment, Discrimination etc;</li><li>• Develop, implement and interpret GPC ER governance systems, policies and procedures.</li></ul>
5. Safety	<ul style="list-style-type: none"><li>• Ability to proactively promote, influence and engage in a positive safety culture.</li></ul>
6. Communication	<ul style="list-style-type: none"><li>• Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC.</li></ul>
7. Modelling GPC Values & Guiding Principles	<ul style="list-style-type: none"><li>• Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.</li></ul>