



HR Advisor - Projects

POSITION PROFILE

Division	Corporate Support	Status	Temporary, Full-time up to 12 months
Unit	People & Culture	Salary Grade	10
Reports to	Manager People & Culture	Reviewed	December 2018

STRATEGIC INTENT

Working collaboratively across the entire organisation to support our employees, the position has a key role in enabling Council to achieve its strategic people focused objectives in the employment relations space including:

- To create a workforce culture and environment that supports our employees to be their best (*Workforce Strategy – 2017-2022*)
- To have an actively engaged workforce through the provision and promotion of financial and non-financial benefits and a suite of targeted programmes and initiatives (*People & Culture Service Plan 2021-22*)

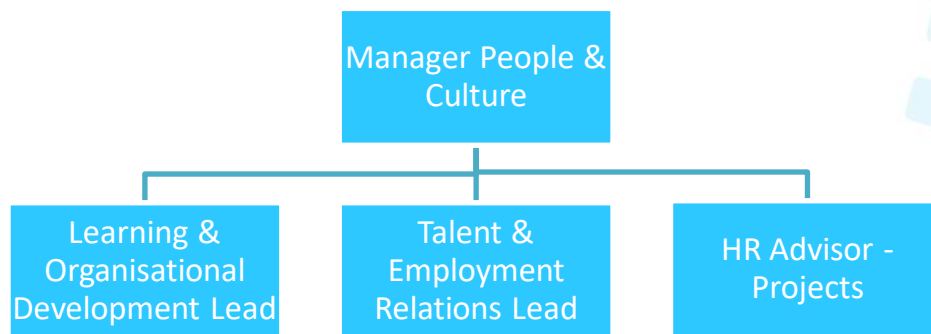
POSITION PURPOSE

The HR Advisor – Projects will support the development of a contemporary employment practices suite that is simple, easy to navigate, well understood and provides clarity of expectations to employees and management, supports our workforce and aligns to our values.

The role will be responsible for:

- Reviewing and analysing current employment determinations and practices in line with best practice, the industrial framework, resourcing requirements and organisational culture;
- Continuing the development of a new suite of employment practices including effective project and change management;
- Supporting the implementation of new employment practices;
- Supporting the project team in the re-negotiation of the Core Enterprise Agreement;
- Coordinating effective stakeholder engagement;
- Supporting workforce change programs; and
- Providing sound advice, guidance and support on industrial issues where required.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOMES TO BE DELIVERED

Leadership

- Provide support for the delivery of all outputs and outcomes in relation to the suite of employment practices
- Proactively educate and develop organisational capability with respect to application of employment practices

Change Management

- Ensure effective change management in the implementation of the project and activities that together enhance the robustness and quality of Council's suite of employment practices.

Continuous Improvement

- Identify and implement continuous improvement of business processes and practices

Risk Management

- Contribute to management of the risk associated with the delivery of the projects the position holder is responsible for

Operational Planning

- Proactively contribute to the successful delivery of team outputs in the Community Strategic Plan, Delivery Programme, Service Plan and Operational Plan by providing subject matter knowledge and skills to the unit.

Performance Management

- Proactively monitor and self-manage performance and act on constructive feedback.

Resource Management

- Ensure effective resource management (financial, workforce and assets).

Customer Management

- Ensure all interactions with customers (both internal and external) align with our brand, enhances our relationships, improve customer satisfaction and inform service delivery.

Other

- Any other duties within area of skill as directed.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> • Tertiary qualifications in a relevant discipline e.g. Commerce, Human Resources, Law
	Essential	<ul style="list-style-type: none"> • Demonstrated knowledge and experience dealing with industrial matters including applicable legislative and regulatory instruments. • Strong interpersonal skills and a proven ability to work collaboratively and foster effective relationships with people at all levels both internally and externally – including executive, senior managers, employees and unions. • Exceptional facilitation skills and demonstrated experience working effectively to support learning and increase strategic capability across the organisation. • Sound organisational skills, self-motivated, with an ability to work independently and manage competing priorities to meet project deadlines. • Strong research capabilities and an ability to interpret and analyse a breadth of information and issues to inform strategy and policy development. • Excellent written communication skills and an ability to engage across a wide range of purposes and audiences.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> • Goals oriented: Works to achieve self-set and project goals, taking on challenging tasks when necessary in order to achieve them. • Decision making: Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them. • Critical thinking: Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders. • Communication skills: able to articulate complex and technical matters in simple terms. • Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues.
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OUR VALUES

Behaviours	<ul style="list-style-type: none">• Collaborate - We are a united team. We work together to deliver great outcomes for our community• Achieve - We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community• Respect – We communicate openly, act with integrity and are inclusive• Evolve – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.
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CORPORATE OBLIGATIONS

Delegations	Authority to operate within the Delegations attached to the position.
Risk Management	Managing work practices to mitigate identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters, where required.
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate.
Customer Focus	Championing an exceptional customer experience and evaluating customer satisfaction in order to continually improve service delivery.
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement.