

POSITION DESCRIPTION

Position Title	Human Resources Advisor
Position No.	904
Position Status	Permanent Full-time
Business Unit	People and Capability
Division	Corporate Services
Classification	Band 6
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	June 2020
Approved By	General Manager Corporate Services

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Human Resources Advisor reports to the Coordinator Human Resources and provides Human Resources related advice to leaders across the organisation.

The role provides high-level advice through identifying key people opportunities and challenges; implementing proposed business projects and identifying HR impacts; advising and coaching leaders on people related issues and opportunities; advising leaders on the need to implement HR policy; implementing procedures and changes in line with strategic intent/direction and conducting workplace investigations.

The Human Resources Advisor provides advice to leaders on matters pertaining, but not limited, to performance management, engagement, remuneration & reward, capability development, ER dispute resolution/ and disciplinary matters. This key operational role works closely with the broader HR group whilst supporting leaders across the organisation.

ORGANISATIONAL RELATIONSHIPS

Reports to	Coordinator Human Resources
Supervises	NIL
Internal Liaisons	All Council staff
External Liaisons	Members of the public, training providers, recruitment agencies, Government departments and other Councils or Public Authorities as required

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by sections 11 and 47 of the *Local Government Act 2020* and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Provide professional, business focused HR services to leaders and employees across the organisation.
- Authority to provide specialist advice to management and staff on HR / IR matters.
- Works collaboratively with the Coordinator Human Resources in the provision of human resources services and advice to leaders and staff.
- Accountable for building collaborative relationships with internal and external stakeholders to ensure the delivery of quality Human Resources services.
- Work with the other HR leaders to ensure broad consistency of approach, good practice and assistance.
- Work in partnership with the HR team and leaders to identify people challenges.
- Responsible for maintaining effective policies and procedures around all facets of Human Resources including online Human Resources information for all staff and assisting in managing Learning and Development initiatives including the performance appraisal process, across the organisation.

Judgement and Decision Making

- Utilise personal skills and professional knowledge to solve problems where guidance is not always available.
- Make decisions using methods and processes based on existing Council policies, guidelines and procedures.
- Exercises judgement in prioritising work to ensure timely completion and delivery.
- Guidance and advice is usually available from the Coordinator Human Resources or Manager People and Capability.

Specialist Knowledge and Skills

- Knowledge of current human resource practices.
- Proven analytical, investigative and report writing skills.
- Ability to interpret employment law, Awards and Enterprise Agreements.
- Highly developed skills in the use of the Microsoft Office suite of products and good operating knowledge of electronic document and content management systems, corporate planning and staff training software.
- Excellent analytical and problem-solving skills.
- Ability to consult with external ER/IR advisors regarding issues to achieve outcomes that fulfil Council objectives.
- Experience in facilitating disciplinary meetings and undertaking IR investigations.

Management Skills

- Coach, guide, and develop leaders in relation to people related practices and procedures.
- Ability to set own priorities, plan workload, meet deadlines and achieve objectives despite conflicting demands.
- Capable of undertaking Human Resources projects from conception through to implementation.
- Ability to implement Human Resources policies including awards, equal opportunity, recruitment, position descriptions and employee engagement initiatives.
- Strong organisation skills.
- Excellent time management and ability to set priorities and work unsupervised.
- Expected to contribute to long term staffing strategies.
- Ability to liaise with internal and external stakeholders to achieve beneficial outcomes.
- Ability and commitment to keep secure and confidential all records and information.

Interpersonal Skills

- Outstanding interpersonal and relationship skills, ability to engage at all levels and build trust and credibility.
- Ability to liaise with internal and external stakeholders to gain cooperation to achieve desired outcomes for defined initiatives and projects within the organisation.
- Alignment with Wellington Shire Council cultural values.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and consistently deliver to a high standard.
- Excellent project management skills with a focus on delivering results.
- Ability to work both independently and in a team environment.
- Outstanding attention to detail.

Qualifications and Experience

- Relevant tertiary qualifications in human resources or a related field and or significant relevant experience in a HR business partnering or HR generalist position in a diverse organisation.
- Previous generalist experience across a variety of HR functions desirable.
- Competent in the use of the Microsoft suite of products, and specialised computer software programs relevant to Human Resources services.

The ability to obtain and maintain the following qualifications, registrations, certifications:
N/A

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Work collaboratively with the People and Capability team to create a great people experience and to inspire and grow our people across the wider organisation.
- Role model Wellington Shire Councils values and behaviours.
- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Coach Line Managers on people management, IR and EBA interpretation on basic matters with guidance from the Coordinator People and Capability where required.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and OH&S requirements incl. task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the WSC records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Provide professional, business focused HR services to leaders across the organisation.
- Contribute to the development of and execution of the People and Capability business plan to deliver business outcomes in line with organisational and business unit priorities.
- Coach, guide and develop leaders in relation to people related practices and procedures.
- Support leaders in the implementation of key people related initiatives, ensuring a good standard is maintained and outcomes are achieved e.g. – performance reviews, talent management, remuneration reviews, Induction, leave management, position alteration requests, employee engagement etc.
- Champion staff engagement programs, ensuring the successful implementation of appropriate initiatives to improve our workplace and staff engagement.
- Actively engage with staff to provide a “barometer” for employee engagement and ensure managers are responsible for the management of issues identified.
- Oversee the operational P&C activities for the department, providing guidance to the Human Resources Officer. (E.g., Recruitment, contractors, contracts, higher duties, movements, new starters and exits.)
- Mitigate organisation risk by ensuring compliance to HR procedures and applicable employment laws.
- Complete reporting and corporate governance activities in accordance to team and organisation expectations.
- Take ownership for the development and implementation of key People and Capability projects in accordance with the People and Capability business plan.
- Assist in managing talent planning, including retention and succession plans and career mapping.
- Assist managing workforce planning ensuring we have the skills, capability and business resources to meet business requirements and challenges.
- Coach Line Managers on people management, IR and EBA interpretation on basic matters with guidance from the Coordinator People and Capability where required.
- Provide input into Human Resources metrics, reporting and strategic plans.
- Coordinate the organisation’s workplace staff induction process and ensure that new staff are inducted in a timely manner according to HR Service Level Agreements.
- Interpret, research and understand relevant Awards, the Fair Work Act and the National Employment Standards (NES) to ensure accurate information is being conveyed across the organisation.