

POSITION DESCRIPTION

POSITION TITLE:	HUMAN RESOURCE ADVISOR
REPORTS TO:	EXECUTIVE MANAGER - PEOPLE AND ORGANISATIONAL DEVELOPMENT
LEVEL:	ABOVE AWARD
REVIEWED BY:	EXECUTIVE MANAGER PEOPLE AND ORGANISATIONAL DEVELOPMENT
REVIEW DATE:	FEBRUARY 2010

Purpose and Vision:

Our purpose is to enhance the lives of people with a spinal cord injury.

Our vision is that people with a spinal cord injury are able to live in an equitable, inclusive, integrated community, independently able to access every aspect of and contribute to the fabric of their region.

Purpose of the Role ...

To provide a high level of support, co-ordination, analysis, advice and service to the business and to the HR Team. This includes; advice and support to managers on remuneration structure and benefits, legislation and compliance; coaching the business in better people management; analysis and reporting on HR activities and metrics and the development of strategic policy and procedures for the Association. In conjunction with the Executive Manager, People and Organisational Development and other HR team members this role will assist with the development of a workplace performance culture and the strategic progression of the Association.

Success Factors for this Role...

<ul style="list-style-type: none"> Human resource systems that give greater decision-making and greater efficiencies to the business.
<ul style="list-style-type: none"> Processes, policies and procedures that underpin the Human Resource strategies and philosophies within the Association.
<ul style="list-style-type: none"> Strong positive business relationships with a focus on members, staff and clients outcomes.
<ul style="list-style-type: none"> HR projects lead the Association to increased performance.
<ul style="list-style-type: none"> High level support, advice and recommendations on IR issues and HR generalist initiatives.

Key Performance Indicators for the Role....

<ul style="list-style-type: none"> Evidence of knowledge in all HRIS systems and that this knowledge is being coached to other staff.
<ul style="list-style-type: none"> Evidence that HRIS tool is used for all aspects of HR inputting and reporting.
<ul style="list-style-type: none"> Evidence of improved processes systems and policies through timely management of QIR's and a number of business improvements captured.
<ul style="list-style-type: none"> Evidence of strong awareness of people policies, process and procedures.
<ul style="list-style-type: none"> Feedback from internal clients on service provided.

You will bring to the role ...

Must have (skills, knowledge, behaviour & experience)	Great to have
<ul style="list-style-type: none"> • Tertiary qualifications and or extensive previous experience in human resources field. • High level of communication, influence and engagement skills at all levels. • Strong organisational and planning skills with ability to meet deadlines. • Extensive experience in developing policies, procedures and processes. • Strong business acumen. • A commitment to continual human resource process improvement leading to greater efficiencies for a business. • Experience in developing and implement projects that have benefited business outcomes. 	<ul style="list-style-type: none"> • Previous experience in implementing and or managing human resource information systems.

What you will do in this role ...

<p>Policy, Process and Procedure</p> <ul style="list-style-type: none"> • Identify, develop and source options to increase the efficiency of the HRMIS. • HRIS system processes coached to other staff and managers. • Identify, review and develop policies, processes and procedures that underpin the Human Resource strategies, projects and philosophies within the Association. • Improve process systems and policies through timely management of QIR's and a number of business improvements. • Facilitated and support process mapping and process improvement for HR team. • Oversee, monitor and coordinate the processes and systems within the HR team to increase efficiency. • Coordinate and manage human resource systems to provide greater decision-making and greater efficiencies to the business. • Develop communication and engagement strategies to ensure the Association is aware of relevant people policies, processes and procedures.
<p>Recruitment (As required)</p> <ul style="list-style-type: none"> • Driving recruitment of vacant positions, identifying gaps, efficiencies and best practice. • Actively participating in interview panels including the formulation of questions. • Ability to control the flow of an interview if required and clarify information. • Justifying recruitment and selection decisions. • Ensuring that Recruitment and Selection policies and procedures are adhered to. • Assist Selection Panels to provide interview feedback.

- Make offers of employment.

Performance Management (As required)

- Coach managers and staff within the business.
- Develop tools and workshops to increase skills within the business.
- Recommend courses of action regarding performance management.
- Advice best practice to Supervisors & Managers regarding informal and formal feedback to staff.

Conflict Management

- Assisting in the resolution of both operational and non-operational workplace matters.
- Ensuring that HR practices are performed keeping intact equity and fairness.
- Assist in the resolution of grievances, conflict, or staff misconduct situations.

Team Development

- Working effectively with staff & Management to achieve desired workplace outcomes.
- Building good relationships across all departments.
- Contributing to team & organisational success.

Project Management

- Implement projects and initiatives aligned to the department business plans.
- Use internal project methodology.
- Assess project impact and performance gains and provide feedback to the business.

Workplace Health & Safety

- Stopping any unsafe work practice(s) that will put yourself or others at risk.
- Reporting hazards and/ or incidents in accordance with Spinal Injuries Policies and Procedures.
- Act as fire warden for the area.
- Participate as the Human Resources representative on the Workplace Health and Safety Committee.

Quality Management System

- Following and adhering to all Spinal Injuries Association Policy and Procedures.

Other Responsibilities

- As directed by Management.

This role can approve and make decisions on...

- Approve budget spend of up to \$2000.
- Approve QIRs assigned to the HR team.
- Raise QIR's for non-compliance detected in accordance with spinal injuries association continuous improvement procedures.
- Stop any unsafe work practices that will put yourself or others at risk.

Agreed by Employee	Date
_____	_____

Confirmed by Manager	Date
_____	_____

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Key Selection Criteria	
Weighting	
4	Tertiary qualifications and or extensive previous experience in human resources field.
5	Proven ability to manage people focused projects.
3	Proven ability to lead people and manage an operational budget.
4	Demonstrated understanding of employment legislation and the ability to clarify legal requirements to management and staff effectively.
5	High level of communication, influence and engagement skills at all levels.
5	Demonstrated experience in the successful delivery of HR strategies and projects within set timeframes.
3	Proven understanding of HR metric reporting and it's implications to the business.
4	Previous experience in developing policies and processes.
3	Comprehensive understanding of Workplace Health and Safety requirements and risk management in the workplace.

KEY SELECTION CRITERIA WEIGHTING SCALE

Scale	Definition
5	Extremely important competency. Applicant must be able to demonstrate in-depth experience, skills/behaviours or knowledge to meet this criterion.
4	Very important competency. Applicant must be able to demonstrate specific experience, skills/behaviours or knowledge to meet this criterion.
3	Important competency. Applicant must be able to demonstrate general experience, skills/behaviours or knowledge to meet this criterion.
2	Desired competency Applicant must be able to demonstrate some experience, skills/behaviours or knowledge to meet this criterion.
1	Acquiring competency. Applicant must show willingness to acquire general experience, skills/behaviours or knowledge to meet this criterion.