

POSITION DESCRIPTION

POSITION TITLE	Human Resources Advisor		
POSITION OVERVIEW	Deliver accurate, timely and relevant HR advice and support to managers and staff across the organisation. This includes recruitment, employee related matters, induction, learning and development, performance management, workforce capability, workers compensation and WH&S.		
CLASSIFICATION	WCS Level 6 -7	SERVICE LINE AREA	Corporate Services People & Culture
EMPLOYMENT TYPE	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	HOURS PER WEEK	38
LOCATION	50 Easty Street, Woden ACT 2606		
IMMEDIATE MANAGER	Manager, People & Culture		
INDUSTRIAL AGREEMENT	Woden Community Service Inc – Caring for our People, Building our Capability to Services, - Enterprise Agreement 2021 – 2023		

REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil

KEY RELATIONSHIPS	
INTERNAL	Executive and Leadership teams, Corporate Services and Finance teams
EXTERNAL	HR Networks, Recruitment Agencies, Workers Compensation Insurance Provider and Rehabilitation Providers

KEY ACCOUNTABILITIES	
<ul style="list-style-type: none"> Provide technical advice and support on employee related issues such as grievances, workers' compensation, WH&S, recruitment and retention, workforce capability, performance management and learning and development. Provide high level administrative support to the team in the review and implementation of contemporary strategic HR initiatives to support the performance, conduct, health and wellbeing of employees. Develop, review and update WCS's policies and procedures in line with legislative requirements. Liaise confidently with insurance companies and rehabilitation providers regarding workers' compensation cases and appropriate return to work plans. Provide industrial advice to all employees consistent with WCS's Enterprise Agreements and the <i>Fair Work Act 2009</i>. Build collaborative relationships and liaise closely with key stakeholders across the organisation and with external providers. Drive the end to end recruitment and selection process which includes; job evaluation, advertising, interviewing, preparing relevant selection documentation and drafting accurate employee contracts. Ensure effective on-boarding and induction of new employees. Ensure effective, confidential record-keeping and up to date employee details in the HR information system. 	

- Contribute to the ongoing evaluation of service delivery by recommending and implementing agreed continual improvement initiatives.
- Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet organisational goals and timeframes.
- Apply workplace safety equity and diversity, participative management and environmental management and act in accordance with WCS's Values and Behaviours.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> ▪ HR professional with extensive experience and knowledge in a range of HR areas, including: end to end recruitment; performance management; learning and development; development of strategic HR processes; and workplace relations and culture. ▪ Relevant qualifications in HR, business or equivalent. ▪ Demonstrated experience delivering HR services as a HR business partner. ▪ Demonstrated ability to research and advise on contemporary HR practices. ▪ Demonstrated experience in developing and implementing HR initiatives, policies, procedures and initiatives. ▪ Demonstrated experience in providing advice to managers in relation to recruitment, performance management, employee relations, learning and development and workers' compensation. ▪ Demonstrated ability to work collaboratively in a fast paced team environment. ▪ High level of organisational and time management skills with the ability to establish priorities to meet conflicting deadlines with minimal supervision. ▪ Excellent written and verbal communication and interpersonal skills and the ability to confidently communicate clearly with a wide range of stakeholders. ▪ Proficient in the use of Microsoft Office suite of products and HR information systems.
Desirable	
Other	<ul style="list-style-type: none"> ▪ Ongoing employment is subject to a current National Police check.

Document History	Original: October 2017		Version: 3, May 2020		
Employee's name		Signature		Date	
Manager's name		Signature		Date	