



Position Description

Position Title:	Senior HR Advisor
Position Classification:	Administration and Operational Support (AOS) Level 6
Direct Reports:	Human Resources Coordinator, Human Resources Officer, and Learning and Development Officer
Reports To:	Corporate Services Manager

PROGRAM / ROLE DESCRIPTION

The Senior HR Advisor will support line managers and staff on a range of HR activities, learning and development, and employee related queries. You will build and maintain trusting relationships across all WWHS locations. This position will coach coordinators/managers on complex performance management activities, whilst navigating ER/IR risks. Implementation and improvement to service delivery, business partnering, and all HR generalist areas are an expectation of this position. You will proactively manage the development, implementation and monitoring of policies and procedures based on relevant legislation and contemporary HR management practices.

KEY AREAS OF RESPONSIBILITY

Service Delivery

- Manage and oversee the Human Resource Function ensuring best practices are implemented.
- Develop effective working relationships with staff and create an environment to effectively, influence, and become a trusted partner.
- Work in partnership with managers to ensure their plans for their teams are aligned with the people strategy, focusing on the current and future needs of the business.
- Manage employee relations advising managers of the best approach that is compliant with legislation.
- Oversee, Develop, implement, and maintain policies and procedures that align with the company's vision and goals and meet legislative requirements.
- Coach and build direct reports skills and capabilities.
- Deliver people related projects as required from time to time.

Recruitment, Selection & Induction:

- Manage and oversee end-to-end workforce planning including forecasting needs, recruitment and selection processes, on-boarding employees, and liaising with line managers.
- Oversee and ensure all new employees have relevant documentation regarding working rights, qualifications, licenses, and certification.

- Manage the overall standard of Position descriptions, job ads, recommend new ideas and oversee WWHS's overall attraction and retention for new staff.
- Recommended improvements to the recruit process and 'time to fill' positions including tracking.
- Develop and update further short-listing tools, and best practice recruitment and selection processes.
- Promote streamlining of processes and systems.

Performance Management

- Manage and oversee the remuneration structure and salary review process.
- Oversee, monitor, and review the performance management system to ensure effective handling of performance issues or concerns.
- Manage the overall performance review and annual review processes.
- Ensure that appropriate plans are in place for managing succession, retention, talent, and career development.
- Ensure legislative requirements are met specific to disciplinary action and termination of employment.

Industrial Relations / Employee Relations:

- Provide professional advice to senior managers and staff in relation to current employment legislation, contracts, enterprise agreements, policies, and procedures.
- Liaise with staff, unions, government agencies and other organisations at all levels to achieve desired outcomes.
- Manage grievance processes, investigations and provide reports to Senior Management.
- Proactive and effective management of site industrial/employee relations matters, including leading Enterprise Agreement negotiations.
- Coach and develop Work, health, and safety knowledge and processes for all staff.
- Maintain relevant knowledge of employment legislation & practices and implement them.
- Escalate high level grievances and risks as appropriate to the Corporate Services Manager.
- Work closely and advise Finance as required on people matters.
- Oversee with direct reports the Workers compensation process and return to work plans.

Learning and Development and Employee Rewards and Wellbeing

- Oversee employee rewards and employee celebrations such as anniversaries and Certificates of Appreciation.
- Manage and establish L&D calendar in line with budget and program areas.
- Develop and implement workshops to build line manager capabilities.
- Oversee the L&D calendar of events schedule and planning.
- Oversee AMSED process and procedures.
- Establish and implement a career progression / framework.
- Establish ongoing yearly wellness calendar.

Program Development, Networking and Liaison

- Work closely with and build collaborative networks with operational and management teams to ensure that the HR people and development plans are aligned to meet strategic and operational objectives.

- Develop, maintain and be a role model for a culture among employees that is open to change and supports continuous quality improvement, collaboration, respect, and accountability.
- Maintain professional networks with external stakeholders including RTO's, Unions, training providers, job network providers and recruitment partners that allows for good service delivery and continuity in effective Human Resource service to Wurli.
- Attends and contributes to management meetings and other forums as required.

Human Resources / Team Support

- Oversee all direct report function areas including HR and Learning and Development and maintain oversight of those positions.
- Provide strong leadership to the Human Resource team, fostering an environment which is safe, transparent, accountable, and respectful and delivers timely outcomes.
- Ensure a continuous improvement approach to current practices are reviewed and implemented.
- Manage the teams' human resources in accordance with Wurli policies and procedures and the delegation's framework of Wurli, including but not limited to: - leave approval, hours of work, payroll authorisation, absence, performance etc.
- Ensure that appropriate position evaluations, staff establishment and appraisal procedures are up to date.
- Drive and lead HR team meetings and communications.
- Responsible for reviewing and monitoring effective team service to all Wurli.
- Ensure direct reports are fully trained, competent and have established learning plans.

Administration and Reporting

- Oversee all documentation and records management undertaken by the team are maintained and completed in accordance with established standards, policies, procedures, and protocols.
- Oversee monthly and annual reports and submission as required.
- Manage and oversee HR operational plans.
- Oversee relevant employee statistical data as required for Wurli's other reporting requirements.
- Foster team administrative process that are best practice and in accordance with the quality standards required by Wurli.
- Recommend process improvements to systems, HRIS implementation and processes.

Workplace Health and Safety

- Ensure your personal health and safety, and that of others in the workplace.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety.
- Promote and deliver services in accordance with Wurli's risk management framework.
- Report all accidents, incidents, near misses and hazards immediately.
- Respond in line with risk management, incident management, reporting and escalation requirements in times of a crisis, emergency or following a complaint.
- Actively contributes to the Risk Mitigation strategies at Wurli and undertakes risk assessments across the program and delivery as required.

Corporate Identity

- Promote and embody Wurli’s vision and values.
 - Act in accordance with Wurli’s Code of Conduct.
 - Act as a role model for staff and clients.
 - Maintain a professional manner with internal and external parties to ensure Wurli’s reputation and integrity is not compromised.
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POSITION REQUIREMENTS

Qualifications – Essential:

- Completed Bachelor of Business (HR major or similar) or completed HR Postgraduate degree (or similar).

Prerequisites:

- 5 Years’ experience or more as a Senior Advisor and/or Manager.
- Leadership experience of 5+ years minimum.
- Proven experience advising senior management on complex matters and legal.
- Experience implementing strategic plans and frameworks across all L&D and HR areas.
- Strong IR/ER experience dealing with complex investigations, proven evidence of end-to-end case management and supporting senior management team.
- Experience focusing on continuous improvement and internal/external stakeholder management.
- National Police Records Check.
- Working with Children’s Clearance.
- Current Northern Territory Driver’s License.

Desired:

- Work Experience in community-controlled organisation / or similar environment.
- Experience working with Aboriginal people and an understanding of Aboriginal Culture.
- Certificate IV in Training and Assessment or similar.
- Leadership qualification.
- Work, health, and safety qualification.
- AHRI Membership highly desired.

Acknowledgement

I have read and understand the requirements of the role; responsibilities and accountabilities as outlined within this Position Description.

Employee name: _____

Signature: _____

Date: _____