

POSITION DESCRIPTION

Position Title:	Human Resources Advisor
Department:	Human Resources

ORGANISATIONAL INFORMATION

MADEC, a not for profit organisation, is a provider of Employment Services, Education and Training, Labour Hire and Harvest Labour services across multiple states. With over 40 years of history, MADEC aims to deliver service excellence in the four pillars of its business operation.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients.

PRIMARY PURPOSE OF ROLE

To contribute to the effective operation of the site by providing accurate and timely advice on all Human Resources related matters.

Direct Reports to this Role	Total Number of Reports
Nil	Nil

Key Relationships

Internal	Human Resources Manager Learning and Development Consultant Administration Officer Human Resources Area Managers Has lateral involvement with Payroll and other Executive Services including Finance and Education and Training.
External	Employer associations

KEY RESPONSIBILITIES / DUTIES
Employee On-boarding / Employee Separation
Undertake the full range of functions for recruitment, selection and appointment for the organisation, including advice and support to line management, drafting and placing advertisements, drafting interview questions, coordinating candidate information and interviews, preparation of selection reports, conducting reference checks, constructing offers of employment.
Assist line manager in the development and position descriptions and ensure appropriate review and update.
Assist line manager in position classification and reclassification processes and undertake related documentation.
Develop, coordinate, monitor and evaluate staff induction and exit interview processes and make recommendations as appropriate.
Coordinate and administer procedures for resignation, retirement and other employee separation events.
Service Delivery / General HR
Provide a consultancy and advisory service to line management and staff on HR management and staff on HR management issues including the development, implementation, monitoring and evaluation of MADEC's policies, procedures and guidelines together with the interpretation of relevant Acts, Regulations, Awards, industrial Agreements and legislation relevant to HR and to provision of advice on contemporary HR practices
Where appropriate provide information and advice on Human Resources Management issues to staff and ensure effective communication with all staff to maintain ethical and transparent working relationships
Coordinate regular meetings with allocated Line Managers and provide HR related support to their respective Departments on workplace related issues
Participate in HR projects as required by the Manager Human Resources, including research and preparation of documents for Manager's review and implementation of recommendations
Contribute to the development, implementation and monitoring of policies and procedures based on relevant legislation and contemporary HR management practices which provide and effective, consistent and timely delivery of HR services to MADEC to support organisational needs
In consultation with Manager Human Resources, provide an advisory service for HR management, workplace relations and OHS matters to line management and staff
Recommend, initiate and implement strategies to enhance MADEC's people management capabilities
Assist in managing the induction training for all new staff
In consultation with the Manager Human Resources, provide advice to line management on organisational structure issues
Learning and Development
Provide input to the development and implementation of appropriate policies and procedures for MADEC's learning and development activities
Provide input and make recommendations, initiate and implement strategies to enhance Management capabilities, including the development and implementation of management training programs.
Policy & Compliance
Contribute to the development, implementation and monitoring of internal policies, guidelines, procedures and processes which provide and effective, consistent and timely delivery of HR services to MADEC.
Assist in monitoring and ensuring organisational legislative compliance in relation to workplace practices.
Contribute to MADEC's workplace culture through development, review and promotion of Values and Code of Conduct.
Workplace Reform
Provide information and advice to line management and staff on change management initiatives
Contribute as part of a team to the implementation of change management initiatives

Administration
Prepare and maintain personnel file in both hard copy and electronic format, containing recruitment and selection, leave entitlements and history, records of qualifications training
Create and maintain schedules, performance appraisal processes, qualifications, training, etc, in accordance with legislative requirements, MADEC policy and as directed
Assist with the provision of report requirements for the organisation including turnover, training, exit data, staff surveys, recruitment response rates
Assist in the application of the performance management systems and provide on-going support to line management and staff
Maintain computerised human resources information databases and assist managers in the compilation of staffing-related financial and statistical information as required
Corporate responsibilities
Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.
Participate fully in staff appraisal and professional development review processes.
Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.
Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.
Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.
Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

Qualifications and Experience:

	Essential	Desirable
Qualifications		Relevant tertiary qualification or substantial progression towards obtaining
Experience:	<p>Substantial HR generalist experience, preferably in a corporate/service based environment;</p> <p>Experience in research, and policy and program development</p> <p>Working knowledge of computerised human resource information systems</p>	
Skills:	<p>An ability to interpret legislation, regulations, Awards, Industrial Agreements together with policy and procedure</p> <p>Excellent communication and interpersonal skills, including interviewing, counselling, negotiation and report writing</p> <p>An ability to interact proactively with management and staff at all levels of the organisation in the resolution of HR issues</p> <p>Demonstrated competence in conceptual, analytical and problem solving skills</p> <p>Proven success in the development and implementation and human resource programs and initiatives, including review and improvement of work practices</p> <p>Knowledge of job evaluation and classification review processes</p> <p>Well-developed organisational and administrative skills, including strong attention to detail and the ability to prioritise and control own workload</p> <p>Demonstrated effectiveness in contributing to a small team, including the capacity to review and improve workplace practices</p> <p>Demonstrated capacity to effectively communicate, promote and uphold HR initiatives and values, including discretion and confidentiality</p> <p>Ability to contribute towards the development and implementation of HR programs and initiatives to meet the needs of the organisation</p> <p>Well-developed computer literacy skills within a Microsoft Office environment</p>	

Competencies	<i>All employees must:</i>
Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	<p>Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.</p>
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure our internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>
Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>

Trust, Honesty and Accountability

The upholding of trust, honesty and individual and organisational accountability in all we do and say.

Competency

- Accountability
- Communication
- Integrity

The actions:

- Be authentic, deliver upon our promises and hold self and others accountable.
- Communicate consistently, honestly, constructively and with good intent.
- Recognise, give credit to and respect our people for their contributions.

Dignity and Respect

The right of each and every person to be treated with respect and dignity.

Competency

- Integrity
- Communication
- Team Work

The actions:

- Relate to team members and customers in a fair and equitable manner.
- Build sustainable and productive relationships across the organisation.
- Relates easily and is accepting of people from a diverse backgrounds.

Initiative and Creativity

The initiative and creative potential of individuals and the contribution they can make to MADEC.

Competency

- Adaptable
- Customer focus
- Team Work

The actions:

- Open to new ideas and seeks opportunities for improvement.
- Collaborate on changes and support ideas of others.
- Seek improvement and accept change.

Growth and Development

The professional growth and development of board members, management and staff that will enhance their skills, knowledge and experience.

Competency

- Accountability
- Adaptable
- Integrity

The actions:

- Provide service, knowledge and experience to others.
- Create a picture of success and strive for excellence.
- Provide a culture that supports continual learning.

Quality and Continuous Improvement

The development and delivery of high quality services to our clients and customers through continuous improvement and organisational development processes.

Competency

- Adaptable
- Integrity
- Customer focus

The actions:

- Understand how individual, team and department operates and contributes to business success
- Challenges the status quo.
- Seek opportunities for business benefit by continually reviewing processes to ensure best practice.

Economic, Social and Environmental Sustainability

The principles and practices of economic, social and environmental sustainability.

Competency

- Accountability
- Adaptable
- Integrity

The actions:

- Seek opportunities to improve quality and efficiencies, safety, health and the environment.
- Ensure safe working environment for employees by actively resolving safety issue in a timely manner.
- Being thoughtful about resources.

Position Description reviewed by:

Employee Name:		Title:		Date:	/ /
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Employee acknowledgement of Position Description:

Employee Name:		Signature:		Date:	/ /
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Please provide copy of Position Description to employee.
Employee to sign and return to Human Resources.