

<b>POSITION TITLE</b>	<b>Senior Human Resources Advisor</b>
<b>DEPARTMENT</b>	<b>Corporate &amp; Community Services</b>
<b>GROUP</b>	<b>Human Resources</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 6</b>
<b>REPORTS TO</b>	<b>Manager Human Resources</b>

### **Department Summary**

The Corporate and Community Services Department ensures an integrated approach to the delivery of internal organisational services and the provision of external services of Council to the community.

Department business units include:

- Finance
- Customer & Community Services
- Development & Governance
- Human Resources
- Information Systems

### **Position Summary**

The Senior Human Resources Advisor provides high-level support to the Manager Human Resources. This includes the provision of coaching, advice and support to managers in relation to workforce management issues, workforce management practices, policy development, training, professional development, recruitment and employee wellbeing. The position also provides support and coverage for workplace health and safety functions and tasks when required.

### **Key Responsibilities**

- Facilitate recruitment and selection processes of Council, providing advice and support to managers, supervisors and administration staff with a focus on continuous improvement and maintaining best practice
- Assess organisational learning and development needs, establish and implement the organisational learning program and develop and deliver learning activities aimed at enhancing the operations and productivity of Council as well as ensuring workforce management compliance obligations are met
- Support and assist the Manager Human Resources in leading the Human Resources team and managing human resources, including workplace health and safety functions within Council
- Coach and provide advice to managers, supervisors and employees regarding all aspects of workforce management to ensure compliance with legislative obligations in accordance with the corporate vision, strategies and goals
- Support the Manager Human Resources in providing guidance and advice to managers, supervisors and employees in workplace relations issues including dispute resolution, grievance and appeal procedures, performance appraisals, performance management and disciplinary matters
- Develop, review and adapt HR policies, procedures and guidelines to ensure legislative compliance and timely response to changing workforce requirements, as well as conducting research, providing metrics data and managing the implementation of special projects, as required
- Provide support and coverage for the workplace health and safety function, as required

- Provide support to other members of the Human Resources team, working to enhance an environment that fosters a strong sense of team spirit
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Well-developed interpersonal, communication and negotiation skills, with the ability to influence managers, employees and external stakeholders
- Ability to develop and deliver high quality training and mentor employees at all levels of the organisation
- High-level literacy and numeracy skills with the ability to complete comprehensive reports and correspondence, develop training plans, extract and analyse data and provide constructive feedback to managers and employees as required
- Ability to define and advise on alternative courses of action and to engage and influence stakeholders in the implementation of the desired resolution
- Ability to work independently or as a constructive team member, working in a small, high performing team, with competing priorities and tight deadlines
- Ability to maintain confidentiality and exercise discretion at all times
- High level of proficiency in using Microsoft applications and other software applications
- Comprehensive knowledge of legislative and compliance requirements relating to industrial relations and workforce management issues
- Knowledge of workplace health and safety functions including return to work co-ordination

### **Experience and Qualifications**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C Class driver's licence
- Tertiary qualifications in Human Resources or a related field, or extensive experience as a Human Resource professional in a multi-disciplinary organisation or workplace environment
- Experience in the assessment and identification of learning needs, establishment and implementation of vocational and operational learning strategies and programs and delivery of training programs
- Experience in managing recruitment and selection strategies, programs and processes
- Experience in policy development and implementation
- Working knowledge of workplace health and safety functions within a multi-disciplinary organisation

#### ***Desirable***

- Experience providing support to supervisors in workforce management practices including employee performance and disciplinary matters
- Certificate IV Training and Assessment
- Certificate IV Workplace Health and Safety
- Rehabilitation and Return to Work Co-ordinator certification

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

## SCHEDULE S3

### WHS RESPONSIBILITY STATEMENT

#### Workers

All employees have a legal obligation to comply with WHS legislation, Council's WHS Management System – (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring they keep up to date and comply with WHS legislation and Council's WHS Management System – SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WHS procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally.
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested.
8. Attending relevant toolbox, team talks or specific training organised by Council.
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area.
10. Working in a manner that will not endanger you, other employees or the public.
11. Cooperate with any reasonable instruction given by a Council officer.
12. Report any safety concerns to your supervisor.
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)			
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>	

Last Review Date: 22 February 2023