



## Position Description

<b>Position Title</b>	HR Advisor
<b>Position Type</b>	Permanent full time; working 48 weeks per year
<b>Hours Per Week</b>	38
<b>Award</b>	Award free
<b>Reports to</b>	Human Resources Manager
<b>Location</b>	229 Macquarie Grove Road, Camden NSW 2570
<b>Reviewed</b>	February 2023

### About the Role

In this newly created full time generalist role you will provide professional support to the HR Manager and HR function and work closely with the Managers of each respective Program to provide operational support, sound advice and help develop our Organisation of the future.

The HR Advisor is ultimately responsible to the HR Manager for the performance of their duties. In addition to supporting the HR team, the HR Advisor will be confident working across all HR functions and helping to build organisational capability through coaching. In addition, you will contribute to the development of policy and implementation of projects in accordance with the Strategic Plan with a view to enhancing the employee experience and driving a culture of engagement and high performance amongst staff.

### 1. Position Objectives

- 1.1 To provide timely, accurate and professional operational support to the HR Manager and HR function and facilitate its smooth and efficient running.
- 1.2 To provide technical support and advice to Program Managers in respect of HR and employment relations matters.
- 1.3 To assist with strategic HR and people and culture projects, organisational development and engagement initiatives and promote a culture of continuous improvement.

### 2. Reporting Relationship

The Human Resources Advisor is ultimately responsible to the Human Resource Manager for the performance of their duties.

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### **3. Key Responsibilities**

#### **Human Resources**

Assisting with the day to day and strategic HR functions of the human resources department including but not limited to:

- 3.1 Supporting all aspects of the employee lifecycle including the recruitment and on boarding of staff, learning and development, performance management and off boarding
- 3.2 Providing industrial/employee relations advice and support to Program Managers in respect of same
- 3.3 Develop and support HR projects and initiatives in line with *Towards 2025* – our Strategic Plan and in response to other identified areas of need including but not limited to staff induction and performance appraisal
- 3.4 Support and facilitate employee engagement, wellness and other initiatives throughout the year to improve the employee experience
- 3.5 Provide support in the planning, implementation and evaluation of significant change management initiatives
- 3.6 Contribute to the strategic planning and external reporting process

#### **Policy and Compliance**

- 3.7 Contribute to the development, maintenance and implementation of HR policy and procedure
- 3.8 Development and delivery of staff training in respect of same
- 3.9 Develop and maintain HR policy register and coordinate the policy audit process
- 3.10 Work in collaboration with HR Team, IT Manager and others in relation to staff intranet and/or other Policy platforms, including the upload and or maintenance of documents as a key source of truth for staff

#### **Industrial and Employment Relations**

- 3.11 Provide guidance and support to Program Managers in relation to Awards, Enterprise Agreements and in relation to staff conduct, grievance and disciplinary matters
- 3.12 Ensure compliance with industrial awards and agreements
- 3.13 Maintain in depth knowledge and keep up to date on changes in employment related legislation and practices

#### **Performance Management**

- 3.14 Track and coordinate staff performance processes including probation reviews
- 3.15 Provide coaching and guidance to managers to encourage high performance within their team

#### **Recruitment, Selection & Induction**

- 3.16 Support recruitment, selection and on-boarding processes as required
  - 3.17 Develop and maintain position descriptions, including drafting and placement of job ads
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- 3.18 Participate in the recruitment process to ensure that the 'best person for the job' is selected
  - 3.19 Support end of term staffing and contract preparation processes

### **Business Partnering**

- 3.20 Provide professional people and culture services to each of Mater Dei's Program groups
- 3.21 Develop and maintain an in-depth understanding of each Program, their business objectives, challenges, risks and strategic goals
- 3.22 Work collaboratively with the HR Manager and Leadership team to meet organisational and cultural objectives

### **General**

- 3.23 Maintain strict confidentiality in all aspects related to this position
- 3.24 Work independently with high level attention to detail
- 3.25 Ability to work within a team environment
- 3.26 The ability and commitment to display Mater Dei's Values of Peace, Hospitality, Stewardship and Service (as amended or replaced)
- 3.27 Commitment to undertake ongoing professional development in accordance with the role
- 3.28 Attendance at Mater Dei meetings and functions relevant to role e.g staff meetings and training
- 3.29 Additional duties as required within the limits of the employee's skill, competence and training

*\*Any other tasks as directed by the CEO/Principal.*

**THIS POSITION DESCRIPTION MAY BE VARIED FROM TIME TO TIME AS REQUIRED**

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