

## POSITION DESCRIPTION

<b>POSITION DETAILS</b>			
<b>Position Title</b>	Human Resources Advisor	<b>Designation &amp; Classification Level</b>	RGRC Level 6
<b>Position No</b>	2162	<b>Division</b>	Human Resources
<b>Business Unit</b>	Corporate Governance	<b>Reports To</b>	Assistant Human Resources Manager
<b>Location</b>	Katherine	<b>Date Created</b>	May 2021
		<b>Date Approved</b>	
<b>POSITION CONTEXT</b>			
<b>Position Summary/Purpose</b>	<p>The Human Resources Advisor (HRA) supports the delivery of HR services to all departments within Roper Gulf Regional Council to ensure they are aligned to Council's operational requirements, create impact, and meet quality standards.</p> <p>This position is responsible for supporting the Assistant HR Manager in managing the HR generalist, providing creative problem-solving. Specifically reviewing and advising on HR policies and processes across the Council, ensuring the most effective utilisation of Human Resource practises for the purpose of achieving strategic objectives.</p> <p>The Human Resources team provides outstanding, client focused, proactive and effective services for all RGRC staff. Success is achieved by understanding Council business, and delivering responsive, innovative, and practical solutions in a timely manner</p>		
<b>KEY RESPONSIBILITIES</b>			
<p><b><u>Service Delivery, Planning and Monitoring</u></b></p> <ul style="list-style-type: none"> <li>• Interpret award entitlements terms and conditions in changing workplace relations environment.</li> <li>• Provide support to managers/coordinators and employees in understanding including compliance of all Council policy and procedure</li> <li>• Meeting Council standards pertaining to quantity and quality of work performed on an ongoing basis, performing all work related tasks in a manner that is in compliance with all Council policies and procedures.</li> <li>• Manage the HR Systems to ensure integration of HR and business initiatives for greater efficiency and effectiveness</li> <li>• Monitor and maintain data integrity of the human resources information systems</li> <li>• Support the Recruitment Officer in reviewing position descriptions in line with organisational change and designated review dates</li> <li>• Ensure appropriate grading of Council positions according to the grading process utilised by Council</li> <li>• Build collaborative relationships and liaise closely with managers and coordinators to ensure the business impact of HR Service and delivery</li> <li>• Capturing/receiving feedback from the workforce and channelling this in the interests of appropriate action/continuous improvement</li> <li>• Provide back up with recruitment activities as required</li> <li>• Implementation of the performance management process and advice/support to line management in managing specific performance issues</li> <li>• Assist the Manager Human Resources as required to provide high quality employee and industrial relations</li> <li>• Other reasonable duties within the scope of the level as instructed by the Assistant Manager Human Resources</li> </ul> <p><b><u>Organisational Sustainability</u></b></p> <ul style="list-style-type: none"> <li>• Support Council organisational change management</li> <li>• Provide accurate human resources reporting aligned to business needs and as required</li> <li>• Promote the values, vision and mission of Council</li> </ul> <p><b><u>Quality and Continuous Improvement</u></b></p> <ul style="list-style-type: none"> <li>• Maintain confidentiality on all issues related to Council and Council employees</li> </ul>			

- Act and communicate in a responsive, respectful and professional manner at all times
- Contribute to the development, implementation and review of human resources policy and procedure
- Contribute to maintaining and developing best practice principles for performance management policy and process
- Undertaking training that the Council require you to undertake relevant to the role.
- Other reasonable duties within the scope of the relevant level as instructed by the Assistant Human Resources Manager

**Work Health and Safety (WHS)**

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System

**SELECTION CRITERIA**

**ESSENTIAL**

1. Diploma in Human Resource Management, or relevant experience minimum three (3) years in professional Human Resources generalist role in a service delivery workforce
2. Demonstrated knowledge and understanding of contemporary HR issues and practices; including unfair dismissal, general protection and the NES
3. Demonstrated capacity to develop, interpret and successfully implement HR policies/strategies/projects
4. Demonstrated ability to interpret and advise on industry awards, agreements and relevant legislation. Sound working knowledge of Fair Work Act and regulations
5. Demonstrated ability to effectively provide professional advice to managers and staff involving policy and procedure as well as HR practices and principles
6. Demonstrated effective communication skills and the ability to produce high quality correspondence and reports
7. Demonstrated ability to work constructively in a small team supporting team members whilst taking responsibility for organising own work
8. Must be a confident and have the ability to coach others and share knowledge and learnings
9. Adaptable and flexible in managing work situations and responding to changing work priorities and deadlines
10. Understanding and genuine appreciation of Indigenous culture
11. Demonstrated commitment to Equal Employment Opportunity, Workplace Health and Safety and Cultural Diversity principals.
12. Minimum of a "C" class NT Drivers licence with a manual driving capability
13. Prior to employment with Roper Gulf Regional Council you must obtain the following;
  - Undertake a new criminal history check at commencement of employment with RGRC
  - Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship)

**DESIRABLE**

- Bachelor Degree in Human Resource Management
- Previous experience in a similar position within the public service

**5. ACKNOWLEDGEMENT**

CEO/GENERAL MANAGER	M. GARDNER	Date: 8.6.21	Signature: 
Employee Name		Date:	Signature: