



Job Description

Human Resources Advisor

Human Resources

Department:	Group Services
Primary Location:	Norwood
Award/Classification:	Social, Community, Home Care and Disability Services Award 2010 (Levels 5-6)
Status of Employment:	As per individual contract
Date Reviewed:	March 2023
Reports To:	Executive Manager Group Services (EMGS)

Position Summary

Reporting to the Executive Manager Group Services (EMGS), this position is a true Human Resources (HR) generalist role with responsibility to provide practical HR advice, expertise, in-house consulting and support across all levels of the organisation.

The HR Advisor is responsible for:

- the provision of timely, accurate advice and support to the Leadership team and employees relating to all aspects of HR including performance and conduct;
- ensuring all activities align with relevant Awards and FWA terms and conditions;
- reviewing and updating HR policies, procedures, and systems to ensure they meet legislation, quality accreditation, Award requirements and enable the effective delivery of key HR areas;
- processing End to End recruitment; and
- coordinating Training and Development.

Key Reporting / Working Relationships

Internal	External
<ul style="list-style-type: none">• Reports to the Executive Manager Group Services• Collaborates with Managers and staff• Works closely with the Group Services Team• Supports all Unity staff and works across all sites	<ul style="list-style-type: none">• Works collaboratively with external organisations as required

Special Conditions

- Hours of work are as per contract
- Position is based at the designated office but there may be a requirement to work across all Unity sites
- A six-month probationary period will apply
- 5 weeks annual leave
- Operate within Unity's Policy and Procedure framework, as amended from time to time
- Authority to initiate and approve expenditure within financial delegation limits, as per Unity's Delegations of Authority policy (Appendix A - Schedule of Delegations)
- Some out of hours work may be required during peak times of activity or tight deadlines and will be negotiated in advance, where applicable and approved TOIL or overtime will apply



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- All Unity Housing staff are expected to participate in the activities and spirit of our Reconciliation Action Plan (RAP) and to contribute towards the achievement of the organisation's Environmental, Social and Governance (ESG) outcomes.
- Prior to appointment and on an ongoing basis staff must undergo satisfactory criminal and relevant history screenings
- Current full driver's licence required with no limitations

KEY RESPONSIBILITIES

Human Resources Service Delivery

Maintain and manage the Human Resources Information Systems:

- Maintain HR records, training and other employment records securely including various HR and Training Registers – including certificates and licences.
- In conjunction with the EMGS maintain and provide advice on the interpretation and application of HR legislation, policies, procedures, guidelines and employee relations issues to staff and management.
- Consult with management in the development and maintenance of position descriptions.
- Assist Managers in the administration of the Professional Development Program (PDP) and staff performance matters.
- Provide HR metric data and reports and a proactive reminder system.
- Create reports and other documents as required.
- Assist in formatting reports, undertaking consultation and research as required.
- Maintain a sound knowledge of Human Resources and WHS legislation, practices and principles.
- Contribute to the development of policies and procedures.
- Identify issues through organisational assessment to develop and implement HR System efficiencies and improvements that directly address the needs of the business.
- Undertake the role of HR Information System Super User.

Recruitment

Recruitment and Selection Administration

- Manage the Recruitment of staff as required by managers and partners, to achieve successful outcomes:
 - Ensure approvals have been received
 - Coordination of advertisements
 - Prepare shortlisting
 - Selection panel documentation
 - Coordinate interviews and act as panel member
 - Preparation of Letters of Offer and draft Contracts
 - Responses to candidates
 - Filing of recruitment paperwork

Day to day management of the Onboarding, Probationary and Induction Processes and starters documentation returns.



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Learning and Development

- Assist with identifying skills gaps and training needs analysis. Coordinate the return and recording of PDPs and identify any training needs and key trends.
- Coordinate individual training requests and group training opportunities, where applicable.
- Assist to develop, deliver and review training programs (source and facilitate all mandatory training).
- Prepare and distribute training reports as required, including analyses of mandatory reporting, training schedules and identified PDP requirements.
- Prepare and distribute reports identifying training opportunities available to Unity on a regular basis to Managers as directed.
- Maintain Training Registers, including administration of apprenticeship activities and other longer term training activities.
- Coordinate Corporate Induction sessions.

Other Duties

- Any other duties appropriate to the role.

Key Performance Indicators

The following areas will be assessed and measured through Unity's Professional Development Program to monitor effective performance in accordance with the requirements of this Job Description, Unity's Strategic Plan and the employment contract:

- Effective support and provision of all Human Resources administrative services
- Development and continued improvement of Human Resources services and systems
- Effective relationships are maintained as appropriate
- All required tasks are carried out accurately and in a timely manner

Specific Performance Measures (KPIs) will be identified in conjunction with the designated Manager for this role to ensure that outcomes detailed in the above Key Responsibilities are aligned with Unity's Strategic Plan and are properly measured in determining the level of performance.

Values and Behaviours

All Unity staff are required to model the following behaviours and values and participate in performance reviews and management as directed and in line with published expectations as outlined in the Code of Conduct, Strategic Plan and related documents. These are available on Unity's intranet and website and updated as necessary:

- Respect and social justice
- Innovation and creativity
- Collaboration and partnerships
- Transparent and ethical
- Leadership and professionalism
- Empowering and respectful



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PERSON SPECIFICATION

Education/Qualifications	
Essential:	Desirable:
<ul style="list-style-type: none"> Qualification in Human Resources, or extensive experience in a generalist HR position. 	

Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> Hands on HR Generalist experience. Sound understanding of current employment legislation, industrial relations and WHS legislation. Well-developed skills in problem solving and conflict resolution. High level skills in policy review and implementation of policies. High level skills in using Microsoft Applications; including Word, Excel, Outlook, Access, and HR software solutions. Highly developed administrative skills including ability to provide administrative support to senior staff. 	<ul style="list-style-type: none"> Tertiary qualification/s in HR related field or working towards this. Working knowledge of Human Resources legislation, practices and principles. Experience in Workplace Health and Safety, with an understanding of the legislation, including Workers Compensation. Previous professional experience in a not-for-profit environment. Knowledge and understanding of the current social housing sector or demonstrated capacity to quickly acquire such knowledge.

Knowledge	
Essential:	Desirable:
<ul style="list-style-type: none"> Administrative and Financial Processes and computer software. Relevant legislative requirements, especially employment Awards, WHS and Anti-Discrimination legislation. 	<ul style="list-style-type: none"> Social housing or property management sector. Relevant not-for-profit experience. Awareness of issues and requirements of special needs groups, particularly homeless adults.

Approval:

Chief Executive Officer

Date: 7 March 2023

I acknowledge receipt of and agree to the duties and expectations as outlined within this job description.

Name:	Signature:	Date:
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Initials