

POSITION DESCRIPTION

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| Position title: | HR & OD Consultant | | |
| Program/Team: | Corporate Services | | |
| Employment type & hours: | Temporary to 30 June, 2021 - 3 days / 22.8 hours per week | | |
| Award conditions: | Social, Community, Home Care & Disability Services Award 2010 | Remuneration: | |
| Working from: | Fortitude Valley | | |
| Reporting relationships: | Reports to the Corporate Services Director | | |
| Probation period: | 6 months | | |
| Primary purpose of position: | The HR & OD Consultant provides support to the Executive Management Team and wider organisation in all HR activities, delivering operational HR and IR advice and services, and developing HR practices and capability across the organisation, and ensuring the most effective utilisation of human resources for the purpose of achieving our strategic objectives. | | |
| SELECTION CRITERIA - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of up to four pages in total. | | | |
| SELECTION CRITERIA | <ol style="list-style-type: none"> 1. Demonstrated experience in the interpretation and application of relevant legislation, standards and Awards, in particular the SCHADS Award 2010 and National Employment Standards. 2. Strong understanding of contemporary HR practices and application of HR processes within the employment cycle from recruitment and selection, on-boarding, induction, training and support, and exiting employees. 3. Strong communication skills, both oral and written and an ability to influence, network, negotiate, counsel and mediate maintaining a high degree of confidentiality. 4. The ability to work independently and source and interpret specialist HR and / or IR advice when required. 5. Strong planning and organisational skills, and an ability to prioritise work and meet deadlines. 6. Proven ability to partner with business leaders to provide best practice HR support and advice around performance management, discipline and related issues 7. Demonstrable experience in HRIS and reporting, ideally in Employment Hero 8. Previous experience in conducting end to end investigations and providing recommendations to senior management | | |
| Qualifications, Checks and References (Mandatory) | <ul style="list-style-type: none"> • A tertiary qualification in Human Resource Management or related discipline. • A minimum of 5 years' experience in a similar HR role. • Current driver's licence. • Working with Children Suitability Positive Notice (Blue Card). • Three referees, including current or most recent manager. | | |
| Skills & Experience | <ul style="list-style-type: none"> • Experience in coordinating, developing and delivering training and professional development. • Experience in supporting organisations through periods of change. • Experience working in a similar role in the not for profit sector is desirable. | | |
| Personal Attributes | <ul style="list-style-type: none"> • Personal drive and integrity. • Consultative and collaborative working attitude. | | |

| | <ul style="list-style-type: none"> • Flexible, inclusive, respectful, ethical, accountable. • Commitment to a learning culture and ongoing professional development. |
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| KEY RESULT AREAS - Role and responsibilities | |
| Human Resources | <ul style="list-style-type: none"> • Provide consistent and accurate HR advice that meets required response timeframes. • Work collaboratively with line managers on providing advice on all employment matters. • Support line managers in the execution of performance management and discipline processes. • Interpret and apply award entitlements, terms and conditions and BYS employment conditions. • Manage the administration of workers' compensation claims and return to work coordination of injured workers in the rehabilitation phase. • Conduct end to end investigations into grievances including outcomes and recommendations. • Review and maintain HR policies and procedures and their consistent implementation across the organisation. • Manage all HR related projects from conception to implementation and evaluation • Ensure the HR lifecycle of employees is managed in accordance with best practice standards. • Effectively maintain BYS's HRIS • Manage the relationship with EAP including quarterly reporting and contract renewals • Participate in meetings and organisational planning to promote effective HR processes • Contribute to a positive workplace culture. • Monitor risk associated with human resources practices and decisions. |
| Organisational Development | <ul style="list-style-type: none"> • Work with the executive management team through organisational change processes providing best practice advice and support to all employees. • Create, deliver and maintain the HR component of induction & onboarding • Automate processes using HRIS and design and deliver training to support • Assist with training needs analyses, development of annual training plans and the maintenance of training records • Develop and model BYS's leadership attributes • Coach and assist line managers in performance management and discipline processes • Embed BYS's values of Respect, Optimism, Accountability and Resilience in all HR practices. • Coordinate and deliver a service recognition / employee recognition program. |
| People and Culture | <ul style="list-style-type: none"> • Positively model the Code of Conduct, Values and promote positive behaviours in the workplace. • Contribute to a positive team culture aligned with the organisation's vision, philosophy, policies and procedures. • Understanding of and commitment to BYS vision, objectives and strategic direction. |
| Administration | <ul style="list-style-type: none"> • Ensure all HR related documentation is legally compliant and best practice • Undertake administrative tasks relating to the role and / or the team. • Prepare reports as required. • Undertake any other tasks as required. |

This Position Description forms part of the performance management framework for HR & OD Consultant position. As the successful applicant you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.

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| Employee Name: | | Signature: | | Date: | |
| Managers Name: | | Signature: | | Date: | |