



POSITION DESCRIPTION

Position Title:	Senior HR Advisor
Location:	Box Hill
Reporting to:	HR Operations Manager
Direct Reports:	Nil

ORGANISATIONAL CONTEXT

Our Vision

The Society aspires to be recognised as a caring Catholic charity offering 'a hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Our Values

- Commitment: Loyalty in service to our mission, vision and values
- Compassion: Welcoming and serving all with understanding and without judgement
- Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- Integrity: Promoting, maintaining and adhering to our mission, vision and values
- Empathy: Establishing relationships based on respect, trust, friendship and perception
- Advocacy: Working to transform the causes of poverty and challenging the causes of human injustice
- Courage: Encouraging spiritual growth, welcoming innovation and giving hope for the future

Our Services

The St Vincent de Paul Society's members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated 'members'; all who volunteer their time to undertake a range of community support activities at a local level ('conference'), semi-regional level ('regional'), regional level ('central'), and state level ('state'). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

PURPOSE OF ROLE

The Senior HR Adviser will provide guidance and support to specified groups of the organisation allowing each Division to support members and volunteers to be effective in their responses to the most disadvantaged in our communities

The Senior HR Adviser will support the HR Operations Manager and partner with St Vincent de Paul Society management on all aspects of industrial and employee / volunteer relations to ensure a safe and productive working environment in accordance with the organisation's values and policies. The objective of this role is to add value to the business through the implementation of State Council's HR Strategy and departmental business plan objectives.

The role will provide high level advice and support to managers and staff on a range of HR matters, particularly, organisational change, workforce management planning, WHS – return to work case management, training needs, performance management, grievances, complaints of bullying, harassment & discrimination and other employee / volunteer relations matters. .

The position will play a key role in contributing to or leading organisational development projects and initiatives including engagement, wellbeing, recognition, data analytics and workforce satisfaction and feedback.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Contribute to the organisational culture	<ul style="list-style-type: none"> • Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society's values are incorporated into all aspects of the performance of the role • Respect the values inherent within the organisation and encourage reflective practice in the workplace • Engage, inspire and influence people to influence organisational culture • Regularly attend and actively participate in all team / divisional and organisational meetings • Contribute to developing a culture of continuous improvement and respond positively to change • Seek to understand employee opinions taking into consideration their needs and concerns. •
Projects	<ul style="list-style-type: none"> • Manage specific projects as determined in the annual HR operational project plan as well as participating in functional and cross-functional initiatives • A key project for attention in the first twelve months will be the selection and implementation of a Human Resources Information System. This is intended to cover the entire workforce including employees, members and volunteers. • Maintain close contact with Learning and Development and work in synchronisation with the other business units.
Safety	<ul style="list-style-type: none"> • Understand and comply with SVDP OHS policies, procedures and legislative requirements relevant to the position • Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions • Identify and report hazards within 24 hours of them occurring on the incident reporting system

	<ul style="list-style-type: none"> • Manage organisational return to work cases.
Employee Relations	<ul style="list-style-type: none"> • Advise, guided and support managers with all matters relating to employee relations issues such as: disciplinary, performance management, employment tribunals, grievance and absence management • Monitor, interpret and make recommendations to the HR Operations Manager to implement all new and revised legislation relating to IR/ER. • In conjunction with the HR Operations Manager, plan and implement changes required including developments to policy and procedure, ensuring that significant changes are communicated to the organisation in the most appropriate manner. •
Performance, Recognition and Remuneration	<ul style="list-style-type: none"> • In conjunction with Managers, drive the people processes (performance, development and career) to support employees' and where relevant, volunteers, to achieve levels of performance and capabilities required to meet current and future standards. The Senior HR Adviser will have assisted managers to craft performance indicators and provided guidance on how to measure them and have conversations about them. The General Manager HR will be satisfied that a higher degree of consistency and quality of performance management has been achieved for the paid workforce. • The Senior HR Adviser has assisted with the development, monitoring and management of informal and formal Recognition programs for the broader workforce.
Strategy	<ul style="list-style-type: none"> • Support line management in forecasting and planning the talent pipeline requirements in line with the function/business strategy. • Systems and Strategies for obtaining satisfaction and general feedback from the broader workforce are developed, monitored and maintained to ensure quality of feedback and informed action planning by management. • The Senior HR Adviser has monitored trends in employment practices (through on-boarding, exit and satisfaction surveys and other measures) and advised on appropriate proactive action • Provide advice on change management initiatives, department restructures, job role design and redundancy situations in order to improve cost and efficiency.
Coaching, mentoring and increasing capability	<ul style="list-style-type: none"> • Develop relationships across the organisation and engaged with managers to understand their needs. • Contribute to the development of business strategies for the allocated Division that are consistent and aligned with the HR Business Plan/Strategy to support the Division to achieve its goals. • Coach and Mentor people leaders in order to increase their capability levels through advice, guidance and training. • Provide recommendations for appropriate staff development strategies and opportunities. • Actively participate in activities that develop your personal and professional skills, knowledge and experience • Promote learning and development across functions to facilitate continuous improvement. • May provide leadership and supervision to other HR team positions.

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
HR Operations Manager	Internal	<ul style="list-style-type: none"> Direct reporting
Broader HR Team	Internal	<ul style="list-style-type: none"> Team members - Networking, effective partnering and capacity building
Senior Executive Group	Internal	<ul style="list-style-type: none"> Networking, effective partnering and capacity building
Managers	Internal	<ul style="list-style-type: none"> Networking, effective partnering and capacity building
Members, Volunteers and Employees	Internal	<ul style="list-style-type: none"> Support, resourcing, networking, effective partnering and capacity building
Like-minded organisations	External	<ul style="list-style-type: none"> Networking, effective partnering and capacity building

DELEGATIONS OF AUTHORITY

You will be required to work within the delegations of authority policy.

KEY PERFORMANCE INDICATORS

These will be developed by the Manager in consultation with the incumbent and will regularly be reviewed.

KEY REQUIREMENTS

Qualifications

- Degree in HR management or a related field with up to date knowledge of employment legislation and best practice.
- Substantial HR experience (operational and strategic) in comparable organisations.
- Success in dealing with complex change management projects

Skills

- Project management
- Ability to build rapport and influence others



- Outstanding written and verbal communication skills with strong attention to detail
- An ability to resolve conflict and disputes
- Exceptional skills in forging internal and external relationships
- Strong analytical & reporting capabilities
- Innovative & practical in problem solving with effective judgement & decision making
- Strong time management skills, including ability to meet deadlines and manage competing demands and requests.
- Highly developed ability to manage competing demands and prioritise time accordingly
- May supervise other staff and/or students
- Job Analysis and Design
- Ability to manage composure during difficult and challenging circumstances

Knowledge / Experience

- Up to date knowledge of Fair Work Act and employment legislation.
- Detailed understanding of and ability to interpret the industrial relations system, including National Employment Standards and Modern Awards
- Knowledge of ER procedures and processes such as employment tribunals, disability, diversity and equal opportunities
- Proven negotiation and conflict resolution skills
- Experience in managing employee relations processes to resolution
- Strong experience with technology and HRM reporting, data management and analysis
- Experience project managing implementation of new HR technology is strongly preferred
- Proven ability to develop and deliver training Experience coaching and developing managers
- Experience facilitating workshops and training
- Strong change management experience

Attributes

- Passion for human resources
- Behaves in an ethical and professional manner at all times
- Strong customer service orientation
- Leadership, courage and resilience
- Outcomes driven
- Willingness to travel throughout Victoria as required
- Willingness to vary normal working hours from time to time
- Awareness of, and ability to work within, the ethos of the Society

JUDGEMENT AND DECISION MAKING:

- Effectively apply performance management to create a high-performance culture.
- Ability to interpret and make decisions in accordance with Industrial instruments Awards and Acts.
- Apply employee relations and employment practices in order to create a positive, ethical, effective work environment.
- Review and benchmark the internal and external environment to improve the HR policies and initiatives to enhance overall business performance.

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.