



## Senior HR Officer

Putting health in mind



# POSITION DESCRIPTION

| <i>Insert the Position Title</i> |   |
|----------------------------------|---|
| DEPARTMENT                       | Corporate Services                      |
| PORTFOLIO                        | People and Culture                      |
| REPORTS TO                       | Head of Operations People and Culture   |
| DIRECT REPORTS                   | <b>Nil</b>                              |
| LOCATION                         | <b>Randwick</b>                         |
| INSTITUTE JOB BAND               | B2                                      |
| POSITION STATUS/TENURE           | <b>[Permanent Full Time (35 hours)]</b> |
| DATE PD APPROVED                 | <b>OCTOBER 2019</b>                     |

## 1. ABOUT THE BLACK DOG INSTITUTE

Founded in 2002, The Black Dog Institute is a not-for-profit Medical Research Institute and a global leader in translational mental health research. We harness the latest technology and other tools to quickly turn our world-class research findings into clinical services education and e-health products that improve the lives of people with mental illness and the wider community. Our areas of strength include suicide prevention, e-mental health, workplace mental health, novel treatments and prevention in young people.

**Our mission** is to enable mentally healthier lives through innovations in science, medicine, education, public policy and knowledge translation.

**Our values** are a key part of our integrated approach and are a critical component of our organisational culture as they guide our decisions and behaviours. Institute staff and management have created and adopted the values of:

Respect – Compassion – Excellence – Collaboration – Innovation

The Black Dog Institute is proud to offer a dynamic working environment for our staff. We are invested in maintaining a positive workplace culture which values people and their wellbeing. We offer a varied wellbeing program tailored to staff needs and provide opportunities to attend learning and development seminars, engage in health and fitness activities as well as social events. We also offer flexibility in working hours and promote a healthy work life balance.

## 2. JOB PURPOSE

The purpose of this position is to manage and administrate employee contracts and provide support in ensuring compliance with appropriate HR regulation and legislation. The role will support Managers in all aspects of job design as well as coordinate performance management and review practices ensuring that they are aligned with organisational strategic objectives.

## 3. DUTIES

### 3.1 Contracts and Governance

- Working with the Head of P&C in administrating, reviewing and updating HR Policies.
- Administrating and socialising relevant policies, procedures and guidelines that support the institutes Mental Health and Wellbeing Framework.
- Design and deliver staff workshops in order to socialise and communicate policies and procedures.
- HR Contract management, responsibility for issuing new contracts, renewing contracts and general administration of employment contracts

### 3.2 General HR

- Work with the Head of P&C on the development of the BDI salary framework
- Review of Position Descriptions to ensure good job design and appropriate benchmarking in the BD Salary framework.
- Update and maintain employee data in the core module of the HRIS and provide accurate and timely HR metrics reporting as required
- Recruitment Support: Collaborating closely with the P&C Coordinator to provide support to recruitment activities as required.

### 3.3 Performance Management

- Oversight and coordination of the Black Dog Performance Management Program (currently Elmo)
- Ensure Performance Management Program is aligned with competency descriptors in the BDI salary framework and enables managers to measure progress towards goals and objectives
- Ensure engagement with the performance management program and provide support to Managers with performance Management issues
- Run internal instruction workshops for Managers and employee's in how to engage with the PM program.

### 3.8 Work, Health and Safety

1. Ensure self and all staff comply with all WHS legislation WHS Policy and Procedures
2. Responsibility for OHS compliance and incident and hazard reporting
3. Report any WHS hazards and significant issues to Head of Operations, People & Culture or delegate

4. Work in a safe manner, applying a duty of care
5. Train new staff and coach existing staff in WHS practices

Note: the list of responsibilities is not exhaustive and the Institute may change or request additional activities to meet the operational needs of the business

## 4. SELECTION CRITERIA

### Selection Criteria

1. Tertiary qualifications in HR (or equivalent)
2. A minimum of three (3) years recent experience working in a busy HR team.
3. Demonstrated understanding of the principles of Performance Management and current best practice.
4. An understanding of PD development, competency levels and good job design
5. Understanding of HR legislative requirements and EEO principles
6. Ability to communicate effectively with clients, employers and service providers
7. Highly developed interpersonal and communication skills with the ability to positively influence outcomes, develop and maintain productive working relationships and resolve conflict
8. Proven experience in the provision of high quality customer service delivery
9. Demonstrated capacity to analyse and solve problems and use judgement and conceptual skills to make sound decisions
10. Strong computer literacy including proficiency in Microsoft Office
11. Ability to demonstrate values of respect and compassion in workplace behaviour

## 5. Acceptance

I acknowledge as the holder of this position, that I agree to display the organisational values and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

Name:

Signature:

Date:

**Note:** A copy of this signed acceptance is to be placed on employee’s personnel record and a copy provided to employee