

## CENTRAL LAND COUNCIL JOB DESCRIPTION

<b>POSITION TITLE:</b>	Human Resources Advisor
<b>POSITION NUMBER:</b>	HR006
<b>CLASSIFICATION LEVEL:</b>	ASO 6
<b>POSITION LOCATION:</b>	CLC Head Office 27 Stuart Highway, Alice Springs
<b>RESPONSIBLE TO:</b>	Manager, Human Resources
<b>LAST REVIEWED:</b>	May 2017

### KEY FUNCTIONS

Responsible for providing effective and timely, HR advice to Managers and employees of the CLC.

### SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Supervise, plan and coordinate the performance of a specified HR staff in accordance with the CLC's organisational objectives. Including responsibility for:
  - Recruitment;
  - Managing staff performance;
  - Learning and development; and
  - Work health and safety.
2. Respond to requests for assistance from Managers/Supervisors to ensure alignment of HR practices with regulatory, legislative and organisational requirements;
3. Provide advice and support to employees on all aspects of the human resources function including employee relations, performance management, grievances and complaints handling.
4. Understand the EA, other industrial instruments, CLC policy and procedures to enable thorough and appropriate advice to Managers and employees;
5. Provide advice on managing underperformance and misconduct;
6. Under the direction of the Manager, Human Resources manage key strategic HR projects and initiatives, including reviewing and updating policies and procedures, consulting the broader HR team as appropriate;
7. Input and maintain consistent, accurate data in eDIS. Promote equality and diversity as part of the culture of the organisation; and
8. Other duties that are safe, legal and logical while being within the limits of the employee's skills, competence and training consistent with the classification structure.

### MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976;
- Northern Territory Aboriginal Sacred Sites Act;
- Native Title Act, 1993;
- CLC Corporate Plan;
- CLC Enterprise Agreement and Code of Conduct;
- CLC Risk Management Plan;
- Industrial Relations Legislation;
- Public Governance, Performance and Accountability Act 2013 (PGPA Act);
- Work Health & Safety Act (Cwth) 2011;
- Workers Compensation Legislation;
- Anti-Discrimination and Privacy Legislation; and
- CLC Policies and Procedures.

## WORKING RELATIONSHIPS

- Reports to and receives direction from Manager, Human Resources;
- Supervisors an identified team of Human Resources section staff
- Work collaboratively with all other staff of the Human Resources Section in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

## EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

## SELECTION CRITERIA

HR006

### ESSENTIAL

1. Tertiary qualification in Human Resources, Industrial Relations or equivalent.
2. Minimum 2 years working experience in a similar role and 3 years previous HR generalist experience at the operational level.
3. Demonstrated experience in providing advice and support to people at various levels of an organisation, including strong and effective negotiation and influencing skills.
4. Demonstrated experience in issues management and investigations.
5. Sound knowledge of the Fair Work system and working with industrial relations laws and framework.
6. Advanced computer skills across a range of applications, including Microsoft Word, Excel, Outlook and HRIS.
7. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
8. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.

### DESIRABLE

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
3. Demonstrated ability to effectively research and under projects aimed at improving systems, processes and procedures relevant to human resource management.

## APPROVED COPY

Signed: .....Date

9/5/17

MANAGER, HUMAN REOSURCES

Signed: .....Date

10/5/17

GENERAL MANAGER

## ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

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Employee Name (Please Print)

Employee Signature

Date