

Position Description

Position Title:	Senior Human Resources Recruitment Advisor	Division:	People and Culture
Position Reports to:	Manager Recruitment and Employment	Direct Reports:	HR Administrator
Classification	Staff Terms & Remuneration Agreement (STAR)	Band	STAR 5
Approved by:	Margie Arthurson	Date approved	August 2019

Primary Position Objective:

The Senior Human Resources Recruitment Advisor is responsible for providing support and advice to managers and staff in relation to all aspects of the employment lifecycle whilst developing a business partnership with key stakeholders and understanding their operational areas. Maintain high quality processes and ensure continuous improvement in recruiting and screening methods whilst maintaining recruitment processes in the NDIS environment.

The Senior HR Advisor works in collaboration with Managers and the People and Culture team in relation to recruitment, employment contracts, on-boarding, award/EBA interpretation and operating of HR Systems to assist in the development of a diverse and engaged workforce.

Organisational Overview

Yooralla is a not-for-profit organisation offering high quality support services for people with disability. Established in 1918, Yooralla offers a wide range of services to people with a disability. Yooralla employs over 2000 Yooralla employees who provide services to people with disability across Victoria.

Vision

A world where people with disability are equal citizens

Mission

To provide quality, sustainable and flexible services that uphold human rights and create opportunities, empowering individuals to live the life they choose

Values

- Customer Focused** in our service, creative in our solutions
- Courageous** in speaking up, determined in facing challenges
- Authentic** in our relationships, honest in our conduct
- Accountable** in our work, responsible for our actions
- Respectful** of choices, embracing of diversity
- Passionate** about our work, driven by our vision

Organisational Accountabilities (applicable to all employees)

Positive Working Relationships

- Demonstrated ability to work as part of, and contribute to, a person centred team.
- Facilitate good working relationships with the community, customers, their families, and carers, and all departments in Yooralla through clear communication and a willingness to work towards positive outcomes.
- Demonstrated ability to initiate and maintain contacts with a broad range of people and community organisations to facilitate customers' access to services, appropriate communication with fellow workers, families and other people involved with the service and in the life of the customer.

Customer Safeguards and Wellbeing

- Safeguard and promote the rights and wellbeing of every individual so they are recognised, respected, protected and fulfilled.
- In providing quality services, Yooralla staff must comply with
 - the Disability Service Standards
 - Victorian Charter of Human Rights and Responsibilities Act 2006
 - the Principles and Objectives of the Disability Act 2006
 - the United Nations Convention of the Rights of Persons with Disabilities 2006
- **Cultural and Linguistic Diversity**
- Undertake all interactions with customers and co-workers in a culturally sensitive manner.

Occupational Health and Safety

- Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by Yooralla, including:
- Work in a manner that considers the health and safety of self and others
- Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances
- Ensure that all work areas are maintained in a safe condition
- Complete site induction
- Identify, report and record all safety hazards, incidents and injuries
- Participate in OHS training programs
- Participate in OHS consultation and communication meetings
- Wear and maintain personal protective equipment and clothing correctly

Quality Assurance and Continuous Improvement

- Attend meetings, workshops, conferences and training as required.
- Become familiar with and follow Yooralla's policies, procedures and management instructions.
- Be open to new ways of doing things that enhance the quality of life of people with disabilities; respond to challenges with innovative ideas and solutions.
- Strive for and promote a continuous quality improvement culture in the quality system and work practices, and offer strategic advice to improve customer relations.

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Position Specific Responsibilities

Key Result Area Recruitment and Selection	Key tasks	Indicative Time 30%
	<ul style="list-style-type: none"> • Coordinate recruitment and selection for the designated portfolio • Liaise with and advise managers, employees and applicants in relation to recruitment and selection policies and procedures • Liaise with and advise managers on recruitment strategies and negotiate to develop recruitment briefs • Advise and develop, in consultation with managers the format, location and content of advertisements • Provide ongoing training to managers to increase their recruitment skills, knowledge and awareness of processes and legal obligations. • Coordinate and oversee recruitment campaigns • Assist with interviews and advise, develop and prepare relevant documentation including assistance with developing key selection criteria and interview guides • Where required, participate in Recruitment Assessment Groups • Refer issues of concern or those outside procedure to the Manager Recruitment and Employment 	30%
General Human Resources	<ul style="list-style-type: none"> • Develop a business partnership with Managers and ensure an understanding of their operational areas • Work cooperatively with the operating division to ensure quality support to employees and managers • Interpret and advice in relation to awards and agreements in conjunction with the Employee Relations team, where required • In conjunction with the line manager specifically review effectiveness of recruitment approaches to encourage continual improvement • In conjunction with the line manager participate in development; implementation and monitoring of policies and procedures based on relevant legislation and contemporary HR management practices • Classifying pay rates and calculating higher duties pay • Provide advice and assist managers with creating and reviewing job descriptions 	30%

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	<ul style="list-style-type: none"> • Liaise with the Employee Relations team and line manager when complex staffing issues arise • Analysis of recruitment and selection data, and manual extraction to create reports for managers or assist with developing strategies based on trends • Assist as required with Recruitment and Employment administration, including relief support in times of absence or peak work demands • Evaluate and classify positions in accordance with relevant job evaluation system • Classify pay rates for new employees and provide existing and prospective employees with advice regarding pay rates • Contribute to continuous improvement in all HR areas • Input and maintain accurate and timely data on HR Information System • Deliver training and presentations as required 	
Stakeholder Relationships	<ul style="list-style-type: none"> • Maintain regular contact with all levels of staff in relation to HR policy and procedure • Work in conjunction with managers regarding staff contractual changes • Liaise with payroll in relation to staff payments • Provide regular and practical advice to managers and employees in respect to general human resources enquiries including employment terms and conditions • Maintain positive working relationships and mutually beneficial partnerships with internal and external stakeholders 	30%
Reporting/Compliance	<ul style="list-style-type: none"> • Produce reports and data analysis on a needs basis • Ensure mandatory compliance is met, such as visa restrictions, professional registrations and DHS requirements 	5%
Projects	<ul style="list-style-type: none"> • Undertake specific projects as required with Manager Recruitment and Employment 	5%

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Selection Criteria

Mandatory Requirements

- Current National Police Record Check
- International Police Check (if required)
- Current driver's licence to drive in Australia
- Tertiary qualifications

Qualifications

- Generalist Human Resources or business partner experience and relevant HR tertiary qualifications

Professional Experience

- Experience in conducting end to end recruitment, selection and employment activities
- Experience in providing HR related advice to managers and staff
- Experience in providing timely responses with integrity and quality
- Experience using a Human Resources Information System (HRIS)
- Experience within the community/health sector (highly regarded)

Key Knowledge Areas

- Knowledge and understanding of HR practices, fair work legislation and industrial instruments
- Knowledge of job evaluation and classification review processes

Personal Skills and Attributes

- Demonstrated ability to interpret legislation, regulations, awards, industrial agreements together with policies and procedures
- Demonstrated ability to build strong relationships with internal/external clients
- Ability to work autonomously and within broader team
- Lateral thinking and ability to take initiative
- Ability to adapt effectively to change
- Excellent attention to detail
- Excellent verbal and written communication skills
- Organised and efficient