

Position Description



Position Title: HR Advisor

Unit: People

Primary purpose of role: The HR Advisor will be required to work with the HR team to provide effective and efficient generalist advice to management and staff across the organisation on HR related matters. The HR Advisor will also be required to work with the broader HR team on general HR matters and projects to meet the needs of the business.

Reporting Structure

Reports to:
Senior HR Advisor

Roles reporting to this position:
Nil

Working Relationships

<p><u>Internal</u></p> <ul style="list-style-type: none"> • PCYC Club Management and staff • PCYC State Business Units 	<p><u>External</u></p> <ul style="list-style-type: none"> • Government departments • Industry stakeholders including other NFP Agencies as required
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Key Performance Indicators

KPI	Description	Measures
Operational HR Support	<ul style="list-style-type: none"> • Provide timely and effective workforce and human resource management advice and guidance to operational managers as required. • Attend performance management meetings, conduct workplace investigations and assist in the formulation of documentation as required. • Oversee the preparation of HR documentation for clubs and prepare as required (e.g. letters of engagement, position descriptions, ad hoc letters). • Assist in the delivery of HR related activities and deliver information sessions to ensure staff maintain appropriate awareness of policies and procedures. • Oversee complaint process and ensure complaints are actioned and dealt with effectively. • Provide support on Workplace Rehab and Injury Management as required. 	<ul style="list-style-type: none"> • Advice given is in line with relevant industrial instrument and legislation. • HR management documents are prepared to a high standard and subsequent activities and outputs monitored and reported upon. • Attendance at meetings as needed. • High risk matters escalated to GM People as required. • HR documentation is of a high standard. • HR related activities delivered as required. • Feedback from stakeholders. • Complaints are acknowledged and actioned within agreed timeframes. • Workplace rehab plans in place and reports on employee incidents are reviewed with recommendations being made.

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Reporting/Projects	<ul style="list-style-type: none"> • Provide reports to HR Management Team as required. • Assist in the review and development of policies and procedures as required. • Undertake and participate in HR Projects as needed. 	<ul style="list-style-type: none"> • Provision of reports. • Actively contributes to policy and procedure development and review. • HR projects delivered within agreed timeframes.
Recruitment	<ul style="list-style-type: none"> • Assist with the coordination of recruitment activities as required. • Provide advice on interview techniques and attend interviews as necessary. • Update position descriptions as needed. 	<ul style="list-style-type: none"> • Recruitment and selection methods in line with PCYC Policy and Procedure. • Attendance at interviews as needed. • Evidence of provision of support as requested. • Position descriptions reflect requirements of role.
Relationship Management	<ul style="list-style-type: none"> • Develop and maintain positive relationships with internal and external stakeholders as required. • Participate as an active member of the team and work collaboratively with others to achieve outcomes. • Respond to enquiries in an efficient and timely manner. 	<ul style="list-style-type: none"> • Feedback reflects ongoing professional relationships maintained (internally and externally). • Demonstrated capacity to engage and work within a team environment and contribute as required. • Enquiries are dealt with and responded to within agreed timeframes.
PCYC Policy and Procedures	<ul style="list-style-type: none"> • Demonstrate knowledge and compliance with PCYC policies and procedures. • Understands and ensures compliance with PCYC Workplace Health and Safety policies and procedures in all company workplaces. • Implements and maintains safe work systems and workplace environment. • Accepts personal responsibility for maintaining a safe workplace and work practices. • Commit to PCYC Queensland's Child and Youth Risk Management Strategy. 	<ul style="list-style-type: none"> • Demonstrated knowledge of where to locate policies, procedures etc. • Demonstrated understanding of key policies and procedures. • Signed Code of Conduct. • Demonstration of safe work practices including identification and reporting of hazards/workplace incidents as they occur. • Positively contribute to a safe and supportive service environment for children and young people.

While representative of the duties and responsibilities of the role, this Position Description does not imply that these are the only duties to be performed. The employee may be required to follow any other lawful instructions and to perform any other duties reasonably requested and within the assessed skills of the employee.

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Selection Criteria

To qualify for this position the following essential criteria must be met:

Essential

1. Tertiary qualifications in Human Resources and minimum 3 years in a similar role
2. Demonstrated ability to interpret Awards, Collective Agreements, Common Law Contracts, Legislation, Policies and Procedures to provide advice to staff and management
3. Strong ability to develop good working relationships and gain the cooperation and assistance from staff at all levels across the organisation, as well as external stakeholders
4. Effective time management and organisational skills with a demonstrated ability to manage competing priorities
5. Demonstrated ability to work autonomously and as a part of a team
6. Demonstrated experience in the use of Microsoft Office products
7. Current Drivers Licence, eligible to obtain an RDA if required
8. Ability to undertake regular travel across the state as required
9. Eligibility for a QLD Working with Children Check (Blue Card) and National Police Check

Desirable

10. Experience in managing workers compensation claims as well as rehabilitation and return to work plans

Standards to which performance will be assessed

- Key Performance Indicators
- Compliance with PCYC policies, procedures and practices
- Compliance with the position description
- Management and peer feedback

Sign Off

I understand that my performance will be managed as per the requirements outlined above in the position description. I confirm that I have read, understood and commit to the above.

Employee Name: _____ **Signature:** _____

Date: _____

CREATED BY:	Senior HR Advisor
APPROVED BY:	GM People
DATE CREATED:	March 2017
DATE UPDATED:	June 2021