

Job Description

HR Advisor - APAC



We are World Animal Protection.

We end the needless suffering of animals.

We influence decision makers to put animals on the global agenda.

We help the world see how important animals are to all of us.

We inspire people to change animals' lives for the better.

We move the world to protect animals.

World Animal Protection is a truly global organisation, working in over 50 countries across the world, with offices in every continent. Our vision is a world where animal welfare matters and animal cruelty has ended. We protect animals because we believe a sustainable future for the planet can only be achieved if both animals and people are part of the solution.

Job Title: HR Advisor – APAC

Location: Sydney, Australia

Reports to: Country Director ANZ

***Technical/Professional Accountability to:** HRBP APAC & Africa

Direct Reportees: Nil

***Technical/Professional Reports:** Nil

Budget holder: No

Global/Local: Local

Grade: 9

Main Purpose of the role

Working as part of the ANZ SMT and the International HR team based in the APAC region to proactively deliver a positive and flexible employee experience. This role provides generalist HR advice for the teams across Australia and New Zealand, whilst driving the implementation of the international People & Culture strategy, aligned to the ANZ business strategies and plans. This role collaborates with the ANZ leadership team to build an adaptive and future-ready organisation focusing on building talent, capability and employee engagement. The second focus of this role (consisting of approximately 20% of time each week) is supporting recruitment and HR activity in the APAC & Africa regions. This role will build strong, collaborative relationships across the business and bring awareness of strategic and operational matters impacting the organisation. This role ensures best practice and compliance with all organisational procedures, policies and employment legislation.

This role is responsible for improving employee experience by contributing to and implementing agreed programs including the delivery and efficient execution of a variety of key HR and culture projects, providing expertise and advice regarding performance

management and disciplinary situations for the ANZ team as well as end to end recruitment, reporting and HRIS support for the APAC & Africa regions.

This role ensures we **transform the way we work to lead change on a global scale** by:

- Inspiring and equipping our staff to become advocates so that we can powerfully and collectively achieve our mission.
- Building a transparent and accountable global structure with strong leadership and clear roles and responsibilities.
- Using the data we gather and the insights it gives us to achieve maximum impact for animals.

Main Duties and Responsibilities

Across APAC & Africa (Approximately 20% of the role)

- Manage the end-to-end recruitment process in conjunction with the relevant Country Director, People Managers, Global Recruitment Team, HRBP, external recruitment agencies and teams. Ensure the ideal candidate is attracted, selected and appointed, and that a great candidate and hiring manager experience is provided.
- Maintain and update accurate job & salary information for each ANZ and International APAC and Africa employee in the global Cascade HR system
- Maintain relevant HR databases and reports including accurate input of records where necessary and maintaining accurate records of right to work, leavers, joiners, sickness, absence and any other HR information.
- Compile HR Management information, such as Headcount and Turnover data, starters, leavers and sickness absence reports
- Maintain and audit ANZ, APAC & African HR files and systems, ensuring all necessary documentation are correctly completed, updated, supplied and stored
- Update, develop, communicate and maintain relevant HR intranet pages with accurate information
- Carry out any HR project work as required
- Carry out any other duties that are commensurate with the role

Across Australia and New Zealand

- Coaching management through workplace relation matters and coordinating performance improvement, disciplinary, investigations and grievance resolution procedures where necessary
- Build strong relationships with key stakeholders at all levels within the organisation and provide proactive coaching and upskilling to line managers
- Answering general HR queries and escalating where necessary
- Contribute to the ongoing development and implementation of ANZ HR strategies
- Review fortnightly ANZ payroll and act as backup to process payroll when needed
- Administer ANZ salary sacrifice and other benefit schemes such as gym discounts etc

- HR Reporting, policy, and processes
- Act as key focal point for all ANZ employee relations issues and queries
- Support ANZ Line Managers in all matters relating to HR including recruitment, inductions, onboarding, remuneration and benefits, terms and conditions, absence, and flexible working requests best practice
- Maintain organisation policies and procedures to ensure they are up to date with legislative changes along with associated employee communications and training
- Provide timely and professional advice to employees and managers regarding HR & Health and Safety policies, employee relations, learning and development, employee assistance/wellbeing, recruitment, etc.
- Prepare and issue documents including contracts, offer letters, probationary letters and leavers documentation within agreed timescales
- Coordinate new joiner induction and probation processes for ANZ, monitoring completion and evaluating effectiveness
- Liaise with ANZ Finance team/payroll provider to ensure all records are updated and changes are implemented as instructed and within agreed timescales
- Arrange and conduct exit interviews and associated reporting
- Work Health & Safety coordination for ANZ including management of HR & WHS risk register, WHS incident reporting, training and Return to Work Coordination
- Coordination of local Employee Engagement surveys, facilitation of survey action identification and associated communications
- Role model organisational values and behaviours
- Communicating maternity/paternity policy to relevant employees, assisting with any queries and ensuring all relevant paperwork is produced
- Coordination and facilitation of L&D sessions as required
- Lead the local performance appraisal process, including rhythm, reporting, process updates and supporting staff and managers
- Coordinate Personal Performance Reviews (PPRs) and collate training needs from the appraisal process documents and liaise with HRBP APAC and Line Managers to identify trends and advise actions
- Develop and contribute to the review, implementation, creation and monitoring of People Related policies, based on relevant legislation as required

Change and transformation

- Participate as a member of the ANZ Senior Management Team (SMT). Contribute to the development of the business strategy, and identify and advise on associated people implications
- Work with the Country Director ANZ, HRBP APAC and ANZ team leaders in the delivery of HR elements of organisational and cultural change activities such as restructures, including assisting with preparing necessary documentation, keeping records and tracking actions
- Work with the international People and Culture team and local SMT to create and execute people and culture strategies that support the achievement of business objectives and nurture an engaged and motivated working environment

- Utilise people data and analytics to drive decision making and inform action with regard to people initiatives
- Advise senior leaders on talent, succession, leadership, alignment and organisational structure as part of strategic workforce plans
- Project manage people and culture initiatives as required
- Support ad hoc HR projects as and when required

Organisational responsibilities

- Delivery of World Animal Protection's Global Strategy across the core themes of Mission, Movement & Transformation in a global, matrix environment
- Work cooperatively with external organisations, teams within World Animal Protection and in the wider animal welfare movement to pursue programme objectives and wider organisational goals, including those relating to brand, communications, fundraising and resource management.
- Actively participate in building our brand and maintain the integrity of our brand to support our profile, lead generation, income and engagement.
- Actively participate and support the organisation to ensure that we manage our resources (financial, staff and IT) efficiently and effectively by improvement of systems, reporting and compliance.
- Contribute to a learning culture and create a positive working environment for staff.
- The role holder will from time to time be required to undertake any other duties that are within the scope of this role.
- Take responsibility for their own health, safety and welfare, comply with H&S policy and procedures, and not act in any way that compromises the safety of themselves, colleagues or the public.
- The post holder may be required to travel internationally to provide support or participate in World Animal Protection's activities as and when required.

PERSON SPECIFICATION

Skills & Experience

Essential

- Experience of working in a generalist HR environment, including demonstrated experience in recruitment, upskilling managers, performance management, L&D, Work Health & Safety, and administration
- Experience managing employment relations issues, ideally across diverse/large client groups
- Knowledge of Australian (and ideally NZ) labour law, regulations and practices
- Knowledge of Australian Health & Safety law and regulations
- Return to Work Coordination Certification
- Knowledge of payroll administration, superannuation and other statutory requirements
- Relevant tertiary qualifications in HR (e.g. university degree, TAFE Cert IV, AHRI CPHR/Professional Diploma, CIPD) or equivalent experience
- Excellent relationship-building and interpersonal skills, with the ability to earn trust and credibility across all levels of the organisation

- Consulting (understanding needs, designing solutions and delivery), negotiation and facilitation skills
- Highly developed organisational and time management skills and the ability to prioritise own workload and meet agreed deadlines
- Ability to work autonomously and flexibly
- Excellent communication skills, both written and verbal
- Advanced IT competence including advanced Microsoft Office and experience administering HRIS systems
- Committed to continuous professional development
- Approachable and helpful, solution-focused approach
- Flexibility to travel internationally

Desirable

- Demonstrated HR experience supporting APAC client groups, with experience in Thailand, China, India, Indonesia and Philippines being highly regarded
- Demonstrated application of NZ Work, Health & Safety law and regulations
- Payroll management experience
- Project/change management experience
- Training & Assessment (TAA) certification
- Health & Safety qualifications such as HSR certification
- Experience of or understanding of working in an international matrixed organisation
- Experience working in not-for-profit organisations

Updated: 11 April 2022

*World Animal Protection operates in a matrix environment. This means we routinely work with colleagues from different locations, business units and cultures in cross-functional and virtual teams.

¹A **global role** works across geographic boundaries with a remit to enable the delivery of strategic organisational activity across the world, providing direct input and support at a local level as required. A **local role** is primarily focused on the delivery of strategic organisational activity within a country or location, providing information and input to global strategy and directions as required.