

Our purpose

To reduce the rate and impact of cancer through best practice prevention, research and support.

Position description and person specification

Position title:	Human Resources Advisor	
Unit:	People, Culture and Safety	
Department:	Human Resources	
Location:	202 Greenhill Road, Eastwood	
Manager:	General Manager People, Safety and Culture	
Employment:	Part Time (0.9FTE)	
Last updated:	October 2026	By whom: General Manager People, Safety and Culture

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services
- is the state's leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies

Our core values are represented by three value statements:

 Care We are driven to make a difference for all—those we serve, our teammates, our partners and ourselves.	 Integrity We strive to do the right thing always, act truthfully and honourably, be our authentic selves, be inclusive and embrace diversity.	 Excellence We work as one team and constantly push ourselves to be the best we can. We arrive every day inspired to make an impact through our talents, passion and commitment.
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Unit role and objectives

People, Safety and Culture

The People, Safety and Culture unit partners across the organisation to design, develop and implement strategies that will attract, engage and develop employees and volunteers to build a high performing culture with a strong focus on safety and wellbeing.

Position overview

The HR Advisor is responsible for providing advice and support to line managers and staff across the employee lifecycle and working closely with the People, Safety and Culture team to deliver an integrated service and support. The position is also responsible for contributing to and implementing HR improvement projects to achieve excellence in leadership and people management.

Reporting relationships

This position reports to:

General Manager People, Safety and Culture

Number of staff reporting to position:

1 – People & Culture Administrator

Key accountabilities (outcome based)

- support Recruitment and Selection activity including Position Description development, position evaluation, advertising and selection
- provide advice and support to managers and staff in relation to employee issues, performance management, disputes, grievances and other HR matters
- build and maintain effective relationships and collaborative business partnerships with internal and external stakeholders
- assist the General Manager People, Safety and Culture in the development, review, communication and implementation of HR policies and processes to ensure legislative compliance and best practice standards
- provide advice and interpretation of industrial instruments including agreements, awards and legislation
- management of employment/industrial relations issues as and when they arise
- preparation of regular HR metrics and reporting to key stakeholders to inform decision making
- oversee coordination of HR/WHS training, compliance training and cyclical employee activities
- Coordinate the use of various employee surveys across the lifecycle and provide key themes for review and action
- support payroll activities and inputs in conjunction with the Payroll Lead
- facilitate and coordinate the annual Performance and Development planning and review process by providing guidance and support to managers and staff
- lead the annual remuneration review
- aid in the implementation of strategic projects and initiatives across different business units and determine the most appropriate HR solutions to improve organisational processes and procedures

Protect your own health and safety and that of others by:

- complying with and actively contribute to the development of organisational policy and safety systems
- following reasonable instructions and training and complying with organisational policy and safety systems
- identifying and reporting workplace hazards and incidents to their supervisor
- complying with Cancer Council SA's OHS&W policies and procedures
- providing a safe working environment for all staff (paid and voluntary), contractors and invitees
- ensuring that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time

Special conditions

- the successful applicant must be a non-smoker
- intra/inter-state travel, out of hours and weekend work may be required
- appointment will be subject to a satisfactory police check and may require a further Department of Human Services clearance

Person specification (knowledge, skills and experience)

- tertiary qualifications in human resources management (or related area) and/or demonstrated experience in a HR generalist role
- knowledge and experience in recruitment processes and appropriate legislation
- demonstrated experience in employment legislation, and experience in interpreting a range of industrial instruments
- high level of initiative, drive, analytical and problem solving skills
- demonstrated time management skills and the ability to manage several projects and tasks simultaneously
- strong stakeholder engagement and interpersonal skills
- intermediate to advanced skills in the MS Office suite of products
- working knowledge of HR information systems in order to improve systems and processes (i.e. Chris 21, ELMO/others)

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____