

Employee Position Description

Position Details		
Position Title: HR Advisor	Department: People, Engagement and Development	Agreement: Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services) Multi Employer Agreement 2022-2026
Reports To: HR Manager	Location: Hawthorn / Hybrid	
Direct Reports: NIL	Employment Status: Full Time - Fixed Term for 12 months	Classification: Grade 4
Position Primary Purpose		
The HR Advisor is a senior generalist HR position that provides practical, timely and trusted people advice to leaders and employees across the employment lifecycle. Working independently within its areas of responsibility and collaboratively as part of the broader People, Engagement and Development team, the role supports consistent people practices, constructive employee relations, workforce capability and accurate HR administration. The role will guide leaders through fair, transparent and best-practice people and change processes, ensuring procedural fairness and adherence to relevant legislation, industrial instruments, consultation obligations and organisational requirements, while contributing to a positive, inclusive and high-performing workplace.		
Decision Making Authority		Key Relationships
Decisions made independent of Manager In accordance with the organisation's Delegation of Authority		Internal • People leaders and senior leadership • Employees and volunteers • PED team colleagues • Payroll / Finance • OHS team members External • Partner organisations • External advisory bodies (employment and workplace relations) • Recruitment providers, occupational rehabilitation and other service partners as required.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
People Advice and Employee Relations	• Provide responsive, accurate advice to leaders and employees on policies, procedures, employment conditions, workforce design and people practices. • Support the fair, timely and consistent management of performance, conduct, grievances, workplace conflict, absence and other employee relations matters, ensuring procedural fairness, appropriate consultation and sound documentation. • Coach leaders to address people matters early, document decisions appropriately and apply sound procedural fairness. • Escalate complex, sensitive or high-risk matters and support investigations or case management as directed.
Recruitment and Employee Lifecycle	• Partner with hiring leaders on workforce needs, workforce design, position descriptions, recruitment processes, selection and pre-employment requirements. • Coordinate offers, contracts, onboarding, changes to employment and separation activities. • Support probation reviews, flexible work requests, leave processes, return-to-work coordination and employee transitions. • Help deliver a consistent and welcoming employee experience across all lifecycle stages.
Policy Compliance and Risk	• Interpret and apply relevant workplace legislation, modern awards and enterprise agreements, other industrial instruments, organisational policies, delegated authorities and consultation requirements. • Assist with reviewing, updating and implementing people policies, procedures, templates and guidance materials. • Maintain confidentiality, privacy and accurate records in accordance with legal and organisational requirements. • Identify people-related risk, recommend practical controls and escalate material concerns promptly.
Systems, Reporting and Continuous Improvement	• Maintain accurate employee data, case notes, documents and workflow records in HR systems. • Prepare routine reports and workforce insights, identify trends and support evidence-informed decisions. • Support the development, implementation and review of capability frameworks that define the knowledge, skills and behaviours required across roles and career pathways. • Contribute to broader organisational development and design activities, including role and structure reviews, workforce planning and learning initiatives, and support leaders to plan and implement best-practice organisational change processes with clear communication, meaningful consultation, procedural fairness and compliance with industrial requirements. • Identify opportunities to streamline processes, improve service quality and strengthen the employee experience.
Governance and Compliance	• Act in accordance with AccessHC's policies, procedures and code of conduct

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: September 2026	Author: Senior Manager – People, Engagement & Development	Approved By: Executive Lead – People, Strategy & Growth	Page 2 of 4
---------------	------------------------------	---	---	-------------

Key Accountabilities	
Focus Areas	Responsibilities
	- Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position - Participate in mandatory training requirements to support the delivery of a safe and effective service
Workplace Health and Safety	- Act in accordance with health and safety policies and procedures at all times - All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct
AccessHC Values	Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Respect, Innovation and Quality</i>

Selection Criteria

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Mandatory Selection Criteria items • Police Check • International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>) • Working With Children Check Key Selection Criteria items • Tertiary qualification in human resources, employee relations, business or a related discipline, or equivalent relevant experience. • Demonstrated generalist HR experience, including providing advice across the employee lifecycle. • Working knowledge of Australian employment legislation, workplace relations principles and contemporary HR practice. • Experience supporting employee relations matters with appropriate judgement, documentation and confidentiality. • Strong written communication, interpersonal, analytical and administrative skills. • Competence using HR information systems and Microsoft 365 applications. Desirable • Experience in a complex, multi-site, regulated or community-focused organisation. • Experience with organisational change, workforce design, reporting, learning initiatives or HR process improvement.	Attributes we value • Trusted adviser - Builds credibility through sound judgement, discretion, consistency and practical advice. • Communication - Explains complex information clearly, listens actively and adapts to their audience. • Stakeholder partnership - Develops constructive relationships and balances employee, leader and organisational needs. • Problem solving - Analyses information, considers risk and recommends proportionate, workable solutions. • Organisational - Manages competing priorities, meets deadlines and maintains attention to detail. • Integrity and inclusion - Acts ethically, protects confidentiality and promotes respectful, equitable practices. • Continuous improvement - Uses feedback, data and curiosity to improve systems and services. • Team player – Collaborates openly, supports colleagues and contributes constructively to shared goals. • Adaptability – Responds positively to change, remains flexible and adjusts priorities to meet evolving needs.
--	---

Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by-case basis and managed in a confidential and practical

Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: September 2026	Author: Senior Manager – People, Engagement & Development	Approved By: Executive Lead – People, Strategy & Growth	Page 4 of 4
---------------	------------------------------	---	---	-------------