

Position Description: HR Advisor

Position Details

Position	HR Advisor
Team	Operations
Reports to	Chief Operating Officer
Direct reports	None

Position Summary

The HR Advisor will be responsible for advising the organisation on people matters including recruitment, staff engagement, culture, WHS, employee relations, staff professional development, management of the HRIS and HR administration. They will work closely with managers and executives to ensure that key HR processes are undertaken efficiently and effectively and will work to promote and role-model our target organisational culture and values.

Relationships

Key internal relationships	Executive team, managers and all ISQ staff
Key external relationships	External legal advisor, Assure EAP, HR consultants as required

Responsibilities

The position is responsible for, but not limited to:

1. Undertaking inclusive staff recruitment, in consultation with relevant managers and executives
2. Facilitating onboarding and induction for new staff, and separation process for departing staff
3. Updating and promoting HR policies and procedures
4. Monitoring compliance with HR policies and relevant legislation
5. Maintaining position descriptions in consultation with relevant managers and executives
6. Supporting, coaching and advising on leading HR practice
7. Coordinating the staff performance review process
8. Conducting regular salary benchmarking and ensuring compliance with relevant awards.

9. Advise and facilitate the annual salary review process
10. Coordination of the monthly staff values in action awards
11. Participating with staff engagement activities via the Wellbeing & Fun Committee.
12. Assist with the management of ISQ's third party suppliers for EAP, whistleblower service, corporate health insurance discount agreement, Fire Safety Advisor, PD and HRIS.
13. Coordinating a program of staff professional development.
14. Assist with the planning and coordinate interesting, motivating and valuable content for the annual staff PD day.
15. Produce a monthly HR report with key HR metrics, as well as ad-hoc reports as required.
16. Working with the Finance team to ensure that payroll documentation and records are maintained
17. Ensure that workplace safety and compliance matters are appropriately managed, including first aiders and fire wardens.
18. Management of all ISQ WorkCover claims and coordination of the annual policy renewal.
19. Assisting key stakeholders to deliver HR projects and workplace initiatives.
20. Active member of the Reconciliation Action Plan (RAP) Committee, Safety Committee and Wellbeing & Fun Committee.

Requirements

Knowledge and experience

- A minimum of 3 years' experience in a generalist HR Advisor role, ideally within a corporate environment.
- Experience within the education sector will be highly regarded, although not essential.
- Experience handling the full recruitment process end to end is essential.
- Experience advising on a range of ER matters, including involvement with grievances and other formal processes.
- A comprehensive understanding of the Fair Work Act, and modern awards. Experience with the Clerks – Private Sector Award will be advantageous.
- Experience managing employee data within an HRIS (Employment Hero).

Qualifications and licenses	<ul style="list-style-type: none"> • Tertiary qualifications in Human Resources, Management or related discipline.
Skills and attributes	<ul style="list-style-type: none"> • Excellent relationship building and communication skills. • Collaborative working style • A role model of our values (member centred, leadership, excellence, collaboration and integrity)

APPROVED BY: CEO
DATE: