

Position Vacant

HR Advisor

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications;
- Professional Development (any other courses you have completed or are currently enrolled in);
- Computer skills and software packages you are familiar with;
- Employment History (Position, School/Organisation, Dates);
- Copy of Blue Card; and
- Name and contact details of two referees.

4. Submit Application

The job will remain open until this position is filled. Your application can be emailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	HR Advisor	Classification Level	Level 8 (\$83,174 - \$92,326)
Department	CEO	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	CEO	Location	Napranum
Nature of Employment	Full-Time		

PRIMARY POSITION OBJECTIVE/S

- The Human Resource (HR) Advisor’s role is to support the CEO in managing and providing leadership for a range of human resource functions including:
 - end-to-end recruitment;
 - HR administration;
 - general HR duties; and
 - HR advice
- To provide leadership, direction, support and deliver efficient, effective, compliant and confidential support to the Councils Human Resources functions
- Contribute to ensure the NASC meets its statutory obligations in a timely manner
- Contribute to the development, implementation and achievement of Councils Operational Plan
- To provide a professional standard of support to all internal customers in accordance with NASC practices and Industry standards
- Responsible for managing and overseeing staff accommodation, ensuring that housing policies are adhered to, and maintaining a high standard of living conditions for staff members.

JOB RESPONSIBILITIES

Supervisory

- Provide inspirational leadership and commitment to service standards
- Be the primary role model for your team
- Performance management and annual appraisal of staff
- Regularly communicate performance standards and organisational expectations
- Represent the values and aspirations of the organisation
- Develop and inspire individual team members towards goal achievement
- Actively contributes and interacts in team-dependant work activities and willingly supports the efforts of other individuals

Human Resource Management including

- End to end Recruitment
- Employee Induction, development and training
- Manage Probation and Annual review process
- Performance Management and improvement systems
- Disciplinary Processes

- Industrial Relations Matters
- Provide high level HR advice to the CEO with support from Industry experts/consultants

Communication and Interpersonal Responsibilities

- Effectively communicate with different levels of the organisation from Mayor, Councillors, CEO, Divisional Managers, team members, operational staff, government agencies and the public
- Apply both formal and informal communication strategies, varying style to suit the needs of the stakeholder
- Service delivery or interaction with our customers is focussed on resolving immediate problems and mitigating the risk of potential problems
- Project and promote the image of Council as being efficient, courteous and customer focussed and characterised by open, honest and timely communication with stakeholders and peers
- Prepare timely and well-researched advice, briefings, reports, submissions and correspondence on Corporate Service issues

General requirements

- Assist the Council with discreet projects and participate in and perform any other duties as directed.
- Active participation in Supervisors' and Managers' meetings
- Support other business units within Corporate Division consistent with skills, competence and training

Housing

- Housing allocation – allocate housing to staff
- Facility management – ensure all housing facilities are in good condition and well maintained, coordinate repair services
- Inspections – conduct regular inspections of staff housing, identify and address any potential hazards
- Tenant relations – serve as point of contact for staff regarding housing issues or concerns
- Move in/Move out coordination – coordinate the entry/exit process for staff – ensure units are cleaned and prepared for new occupants

SELECTION CRITERIA

Essential

- Relevant tertiary qualification or equivalent three (3) years experience at management level
- Previous experience in a HR Advisor role
- Demonstrated high level computer literacy skills
- Demonstrated high level attention to detail and accuracy
- Strong written and oral communication skills, and an ability to communicate effectively in a cross-cultural environment
- A genuine understanding and appreciation of Aboriginal and Torres Strait Islander culture, protocols and customs
- Excellent time management skills, with the ability to meet deadlines and effectively project manage grant/project key milestones and reporting requirements
- Demonstrated ability to undertake disciplinary and industrial relations processes in accordance with the natural justice principles and in line with legislative requirements
- Agree to and successfully secure a compliant Commonwealth Police Check