

HR Advisor

Our vision: *People and communities have strong mental health and wellbeing.*
Our purpose: *Partnering with clients and carers to deliver mental health and wellbeing services that enhance quality of life.*
Our values: *Hope, Creativity and innovation, Client focus, Making a difference, Integrity.*

Position Information

Purpose	The purpose of the HR Advisor role is to support end to end Recruitment activities as well as to provide support to the HR Business Partner team in the implementation of other HR activities and projects.
Position reports to	Manager, Human Resources
Mind classification level	SCHADS Level 5
Stream	People Experience – Human Resources
About the service	<p>The Human Resources Operations business unit provides core support Human Resources services in HR Business Partnering, Health Safety & Wellbeing, Recruitment and HR Information Systems to management and employees across Mind. The HR Operations teams provides support, expert advice, information, coaching, policies and procedures, business processes, continuous improvement strategies, and HR technology systems and programs to enable efficient, effective management of these core services.</p> <p>The focus of HR Operations is to develop and support a flexible, sustainable and equitable workforce management model which is underpinned by the provision of excellent customer service and appropriate, consistent and timely advice, services, processes and information to management, operations and employees.</p>
Position description effective date	November 2024
Responsibilities	
Recruitment support	<ul style="list-style-type: none"> • Offer expert advice to managers on best practice recruitment and selection strategies • Partner with Line Managers on the recruitment process including raising the request, advertising, shortlisting, screening, and selection

Mind values the experience and contribution of people from all cultures, genders, sexualities, bodies, abilities, ages, spiritualities and backgrounds. We encourage applications from Aboriginal and Torres Strait Islander peoples, people with a lived experience of mental ill-health and recovery, people living with disability, those who identify as LGBTIQ and applicants from culturally and linguistically diverse backgrounds.



	<p>processes, candidate management, compliance checks and references, and contracts.</p> <ul style="list-style-type: none"> • Offer customised advice that enables hiring managers to get the best candidate for their role. • Liaising with external agencies as required for agency backfill or proactive Talent searches. • Coordinate pre-employment screening and ongoing employee screening requirements. • Assist managers with providing advice around remuneration offer decisions • Create contracts of employment for approval by the relevant HR Business Partner. • Ensure maintenance of up to date position descriptions and PD library for the organisation.
<p>HR Service support</p>	<ul style="list-style-type: none"> • Respond to general enquiries received to the HR inbox through the provision of advice relative to a range of Mind processes and systems. • Escalate or triage relevant issues to the HR Business Partners as required. • Review and follow up outstanding actions regarding contract end dates, expired licenses and compliance checks. • Assist managers with considering casual conversions, reviewing secondments, calculating higher duties and offering advice on other resourcing decisions. • Provide support to the HR Business Partner team in the implementation of HR programs, projects and initiatives. • Assist in the review of policies, procedures and practices to ensure they support the organisation's needs.
<p>Relationships</p>	<ul style="list-style-type: none"> • Develop and maintain relationships with hiring managers and people leaders and any other key internal stakeholders. • Work collaboratively with the HR Business Partners and HR Information Systems teams
<p>Projects</p>	<ul style="list-style-type: none"> • In consultation with the HR Business Partner support a range of projects and initiatives including change management, restructures, lunch and learns and other activities based on the HR Operating Plan • In conjunction with the relevant HR Business Partner, support managers with Employee Relations issues, including assisting with investigations. • Assist with implementation of continuous improvement ideas and adjusting our services to provide the best experience possible.



Procedures and processes	<ul style="list-style-type: none"> • Identify efficiencies in HR and Recruitment and selection processes • Support the team to develop and maintain internal manuals, guidelines, flowcharts, processes and systems to ensure that workflows across the HR teams and the organisation are clearly understood and articulated.
Professional development	<ul style="list-style-type: none"> • Undertake relevant training and professional development, including regular supervision, appropriate to the primary work of the service and Mind. • Participate in reflective practice.
Accountability	<ul style="list-style-type: none"> • Conduct yourself in accordance with the Mind Code of Conduct and Mind policies and procedures which may change from time to time. • Proactively support Mind’s vision of supporting people facing mental health challenges to live well and be socially included, in accordance with the Mind values.
Workplace health, safety and wellbeing	<ul style="list-style-type: none"> • Contribute actively to the maintenance of a safe workplace. • Ensure all safety issues are reported and addressed as they arise.
Lived experience	<ul style="list-style-type: none"> • Contribute to a workplace that values lived experience and the inclusion of consumers, carers and families in the work we do.
Cultural safety	<ul style="list-style-type: none"> • Contribute to a culturally safe workforce and service environment for staff, consumers, carers and volunteers from all cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds.
Position Requirements	
Qualifications required	<ul style="list-style-type: none"> • Tertiary qualifications in Human Resources or Administration (desirable) and/or significant experience in the provision of HR support in Health, Medical, Community Services or related field as designated by Mind.
Knowledge, skills and experience required	<ul style="list-style-type: none"> • Previous experience working as a HR Generalist, HR Advisor, HR Administrator or Coordinator role. • Relevant experience in responding to queries from managers and supporting processes • Experience in recruitment and selection of employees. • Ability to build a strong service culture and be responsive to the needs of the team and stakeholders. • Highly effective communication and interpersonal skills with the ability to positively contribute to the team and organisation culture. • Strong customer focused mindset and stakeholder management skills.



	<ul style="list-style-type: none"> • Proficient use in Microsoft programs including Word, Excel and PowerPoint preferred with a solid understanding of HRIS or candidate management systems. • Strong attention to detail. • Excellent time management, organisational skills and ability to prioritise tasks and meet deadlines is essential. • Ability to work both autonomously and collaboratively, showing initiative and flexibility in a fast paced environment. • A lived experience of mental ill health and recovery or experience caring for a person with mental ill health is desirable.
<p>Other</p>	<ul style="list-style-type: none"> • Right to work in Australia. • Current NDIS Worker Screening Check Clearance. • Working with Children Check or equivalent (Blue Card - QLD).

To learn more about Mind visit mindaustralia.org.au



You can also watch our Great Minds series of videos by visiting www.youtube.com/mindaustralia

Mind Australia Limited ABN 22 005 063 589

