



POSITION DESCRIPTION

Position Title	HR ADVISOR	Position No.	30003525
Team	People & Culture	Classification	Administrative/Professional
Department	HR Teams	Schedule Roster Cycle	Schedule A Non-Rostered
Location	Sydney	Band / Level	Band 5
Reports to	PEOPLE AND CULTURE LEAD 50033251	HR Endorsement	13/06/2019

Purpose

Provide HR advice to support business outcomes, improve performance, build capability and support a safe, positive workplace culture based on shared values and common goals.

Key Accountabilities

- Provide professional HR advice and support in areas such as employee relations, performance management, forms of employment, recruitment, learning & development, indigenous employment, health & safety and organisation effectiveness.
- Support the planning and implementation of change initiatives with emphasis on managing the people implications of structural and work practice change. Where relevant, collaborate with other teams to plan and implement ABC-wide change projects.
- Guide, coach and support managers in relation to the consistent application of HR policies, procedures and tools. Assist managers to take ownership of people issues and to comply with legal obligations and ethical standards.
- Provide options/strategies to support managers in the resolution of workplace issues & grievances; case manage issues in accordance with relevant HR policies and frameworks.
- Assist with the development and implementation of HR strategies, plans and programs. Coordinate or participate on projects as required.
- Assist in the preparation, facilitation and presentation of briefing programs and training material as required.
- Build and maintain relationships with key managers in the Division/State and maintain an up to date understanding of their business needs and priorities.
- Maintain effective communication with colleagues to share information, keep abreast of relevant issues/developments across the corporation and ensure alignment of HR/People services across divisions.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Tertiary qualifications in Human Resource Management or related field.
2. Demonstrated broad generalist HR experience with a demonstrable understanding of the application of HR policies and procedures, enterprise agreements and associated legislative requirements relevant to the full range of HR activities.
3. Demonstrated experience in the provision of HR advice and the development of effective people solutions appropriate to business needs.
4. Proven well developed facilitation, training, coaching, counselling and conflict management skills.





POSITION DESCRIPTION

5. Demonstrated project skills and the ability to meet objectives and deadlines.
6. Demonstrated proficiency in a range of computer-based applications including the Microsoft 365 suite of programs.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.