

RECRUITMENT & HR ADVISOR PEOPLE AND CULTURE TEAM

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Human Resources Advisor
Department	People & Culture
Hours	Part Time
Hours per week	30.4 hours per week
Duration	Fixed Term 12 Months
Location	This position is based in Morwell and may be required to travel from time to time.
Reporting Relationship	This position reports directly to the Human Resources Manager.
Effective date	August 2019

Overview of Department

The People and Culture Department is responsible for providing comprehensive Human Resources Services to the organisation which consists of approximately 1,600 employees and 2,300 volunteers.

Position Objectives

The Recruitment and HR Advisor will work as part of the HR Business Partnering and Recruitment Teams in People and Culture, providing expert advice in respect to recruitment and operational HR advice to Employees, Team Leaders and Program Managers across the full life cycle of employment in the Gippsland Region. You will work within a highly supportive and developing People & Culture Team as the business positions for continued growth.


1.	Working with line leaders to understand current and future vacancies to allow pro-active sourcing and talent pooling, to recruit capable candidates in a timely manner.
2.	Working with broader P&C Team and local pipeline initiatives to grow talent, ie student placements, TAFE and university.
3.	Manage operational employment related issues with key stakeholders providing advice, undertaking investigations and supporting upskilling of line leaders in a coaching capacity.
4.	Work pro-actively with an assigned group of team leaders and their Managers to identify issues early and support line leaders in building team capability.

Key Responsibilities

1.	Regional Recruitment including sourcing, short-listing, screening and appointment in partnership with hiring Managers.
2.	Work with key stakeholders in respect to local strategies to feed future vacancies with the right skills, ie sourcing university, TAFE relationships, information events.
3.	Work with the broader P&C recruitment team to drive continuous improvement and innovation into our recruitment processes, practices and systems that lead to strong pipelines.
4.	Managing assigned case load in respect to employee issues: I.e. Performance Improvement Plans, Performance Management, Team Engagement, Award Interpretation, Employee Wellbeing supported by the HR Manager as required.
5.	Pro-actively identify issues that may be impacting performance within teams and work with the HR Manager and/or relevant Line Leader to design and implement solutions to support individual and team performance.
6.	Provide day to day advice to employees in respect to policy, procedures or general advice and guidance on issues arising during the employment lifecycle.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

	<ol style="list-style-type: none"> 1. Experience in recruitment, using Page Up or similar with a demonstrated record of taking ownership for recruitment practices and outcomes.
 <p>Role Specific</p>	<ol style="list-style-type: none"> 2. Past success as a Recruitment Advisor and/or HR Advisor role in a services based organisation (preferably) with an appropriate HR Qualification and/or HR Certification with AHRI (or with a commitment to undertake in the next 12 months)
	<ol style="list-style-type: none"> 3. Demonstrated experience across the full life-cycle of employment including award interpretation, employee relations, diversity, performance management, engagement, coaching line leaders and federal and state respective employment laws
	<ol style="list-style-type: none"> 4. Excellent verbal and written communication skills, including well developed report writing, and negotiation skills.
	<ol style="list-style-type: none"> 5. High level proficiency in a range of computer-based applications including Microsoft Office programs Outlook, Word, Excel and PowerPoint.
	<ol style="list-style-type: none"> 6. Self-starter with initiative, to work independently and as part of a dynamic team, and a commitment to working respectfully with individuals.

Key Selection Criteria (continued)

a) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities

Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes

Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People

Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
