

ABC POSITION DESCRIPTION

Division:	<i>People</i>	Position Title:	<i>HR Advisor</i>
Department:	HR Team	Classification:	Admin/Professional Band 4-5 Schedule A (non-rostered)
Location:	Ultimo, Sydney	Position No:	P445339 - S 50042870
Reporting to:	Head HR – P336520		
Purpose: Support Business Partners to provide HR solutions and services that deliver business outcomes, improve performance, build capability and support a safe, positive workplace culture based on shared values and common goals.			
Key Accountabilities: <ol style="list-style-type: none"> 1. 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. 2. 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. 3. Provide options/strategies to support managers in the resolution of workplace issues & grievances. Case manage issues in accordance with relevant HR policies and frameworks. 4. Assist with the development and implementation of HR strategies, plans and programs. Coordinate or participate on projects as required. 5. Assist in the preparation of briefing programs and training material as required. 6. Build and maintain relationships with managers and maintain an up to date understanding of their business needs and priorities. 7. 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. 8. Actively promote the ABC values and apply all relevant workplace policies and guidelines. 9. All ABC staff are required to cooperate with any reasonable instruction, procedure or policy relating to safety, and take reasonable care for their own safety and that of other persons who may be affected by their conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Divisional Directors and Other Officers. 			
Key Capabilities/Qualifications/Experience: <ol style="list-style-type: none"> 1. Tertiary qualifications in Human Resource Management or related field desirable. 1. Previous experience in a case management, consulting or advisory role in Human Resources. 2. Demonstrated knowledge of the application of HR policies and procedures, enterprise agreements and associated legislative requirements, with the ability to impart information in a clear and well organised manner. 3. Demonstrated communication and interpersonal skills, with the proven ability to work in a flexible team based environment and to respond effectively to clients and colleagues while maintaining and building rapport. 4. Demonstrated project skills including the ability to meet objectives and deadlines. 5. Demonstrated research, analytical and problem solving skills. 6. Demonstrated proficiency in a range of computer based applications. 7. Displays professionalism, personal drive and initiative. 8. Demonstrated broad understanding of the role of a public broadcaster; the ABC's strategic priorities and directions, and the workforce implications of these. 9. An understanding of and commitment to the ABC's aims, values and workplace policies. 			