



# POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	SENIOR HR ADVISER
Position no:	TBC
Team:	[People & Culture]
Department:	People & Culture
Location:	Melbourne
Reports to:	HEAD HR BUSINESS PARTNERING 50030580
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 7-8]
HR Endorsement:	26/06/2024

## Purpose

Deliver 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

- Contribute to the development of HR strategies, plans and programs to drive and support ABC/Divisional priorities in relation to people management. Lead and/or participate on projects as required.
- Provide professional HR advice and consulting in areas such as employee relations, performance management, forms of employment, recruitment, workforce planning, learning & development, indigenous employment, health & safety, and organisation effectiveness. Coordinate/source appropriate resources and expertise to provide whole of business people solutions.
- 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 People 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.
- 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 desirable.
2. 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 consulting skills, with a capacity to develop effective people solutions appropriate to business needs.
4. Strong communication, influencing and interpersonal skills and an ability to work in a flexible team-based environment.
5. Well-developed facilitation, training, coaching, counselling, and conflict management skills.
6. Demonstrated project management skills, including the ability to meet deadlines and objectives.
7. Strong research, analytical and problem-solving skills; with ability to think strategically and manage change processes.
8. Exemplifies professionalism, personal drive, and initiative.
9. Broad understanding of the role of a public broadcaster; the ABC's strategic priorities and directions, and the workforce implications of these.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **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.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

