**JOB DESCRIPTION**

# HR Advisor

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, mental health, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This role is responsible for supporting the delivery of HR advisory services across all of Uniting. They will be an active and contributing member of the wider People and Culture team.

# ROLE KEY ACCOUNTABILITIES

You will be an integral member of the **People and Culture** team within the People Experience directorate through the following:

* Providing analysis of relevant research and operational information. Assisting people leaders to evaluate and integrate the information they receive.
* Coordinating and maintaining team management systems ensuring relevant information is input on a regular and consistent basis.
* Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reporting.
* Conducting specialised studies as required, providing insights into the operation of the team and the organisation.
* Actively promoting safe work practices in the workplace during all activities consistent with Uniting’s policies. Comply with all WHS legislation, policies and procedures.
* Actively contribute to a safe and supporting work environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTIQ+ status, abilities, gender and age.

As the HR Advisor, your role specifically will:

* Undertake case management of matters (end to end support).
* Provide consistent HR advice and coaching to people leaders and supervisors in line with best practice, legislative guidelines and Uniting policy.
* Review and collate information and materials from the business. This includes preparation of letters and correspondence and reviewing performance management and conduct processes.
* Support the capability development of people leaders through development of a series of tools and workshops.
* Provide input into other People Experience or Uniting teams on improvement activities.
* Facilitate the implementation of operational HR solutions in line with Uniting strategy.
* Assist in HR Advisory project planning and identify continuous improvement activities
* Support the development of knowledge bank resources, including development of training and capability sessions
* Assist in data collection and management. Including monthly reporting and trend analysis.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:**  People Experience

**You’ll report to:** HR Knowledge and Advisory Lead

# YOUR KEY CAPABILITIES

**Individual leadership**

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

**Business Acumen**

* **Organisational Operation -** Displays awareness of Uniting’s business objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Uniting’s vision and values and how they apply to issues in the team.
* **Develops and Grows the Business –** Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* **Makes Sound Decisions –** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# YOUR QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* A bachelor's or graduate degree in human resources, business administration, or a related field, or equivalent experience

**Experience:**

* This is a specialist role typically requiring 3 or more years’ experience. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined.
* Ability to solve complex problems identifying solutions.
* Effective team player and networker.
* Ability to conduct in-depth data analyses, recognize trends, tie back to business priorities, and develop recommendations for cross-functional groups of stakeholders.
* Client-centric mindset and high level of empathy.
* Knowledge of HR policies, practices and employment legislation.
* Effective time management skills, including the ability to influence others to a desired outcome.

**Even better:**

* Previous experience within the not-for-profit environment.

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| **Employee Name:** |  | **People Leader name:****Title** | Rachel BadmanHR Knowledge & Advisory Lead |
| **Date:** |  | **Date:** | **April 2024** |
| **Signature:** |  | **Signature:** |  |