

Senior HR Advisor Position Description

Context

Manager	Manager, People and Culture
Division	People, Safety and Culture
Location	Corporate Support Office, Melbourne
Tenure	Ongoing
Career Level	Career Level 4 or 5 dependent on experience

Primary Objectives

Organisational	<p>VicForests is a Victorian State-owned business responsible for the sustainable harvest, regeneration and commercial sale of timber from Victoria's public forests on behalf of the Victorian Government.</p> <p>We undertake all of our operations in a safe, efficient and sustainable manner, keeping our staff, the community and the environment in mind in all we do.</p> <p>We are an active member of the communities in which we operate, and we are committed to giving stakeholders the opportunity to have input into our forestry practices.</p>
Role	The key objectives of this position are to deliver human resources services and advice including recruitment and selection, training and development, employee relations and performance management.

VicForests Values

SAFE	We aim for zero harm in all that we do
SUSTAINABLE	We respect and care for our environment and the communities in which we operate
PROFESSIONAL	We operate in an ethical, efficient and accountable manner
CUSTOMER FOCUSED	We are responsible in our commercial dealings
RESPECT	We treat others in a manner that we would like to be treated

Key Result Areas

The KRA's are the major outputs for which the position is responsible for and are not a comprehensive statement of the position activities. You may however, be required to undertake other duties and responsibilities from time to time, in addition to or as variations of the duties and responsibilities of the position.

People and Culture Advisory

- Undertake complex HR queries within span of knowledge
- Provide subject matter advice in respect of Enterprise Agreement, Learning and Development, Organisational change and transformation and Generalist people matters
- Support and lead the People and Culture advisor in the management of the HR inbox with employee queries and respond in relation to generalist HR matters

People and Culture Learning and Development

- Coordinate the training and development program for VicForests including sourcing and evaluating training providers.
- Liaise with internal and external trainers and assessors to coordinate and assist with the delivery of training, including development of online course content and training manuals.
- Maintain the training database and prepare reports as required
- Development of training and development, wellbeing, or staff engagement programs or initiatives which may include the coordination of staff wellbeing sessions and staff engagement survey action planning sessions.
- Liaise with external providers in the provision of appropriate training and development programs
- Work closely with the People and Culture advisor to facilitate learning opportunities and initiatives.
- Support the implementation of new learning initiatives and projects
- Ensure mandatory training modules are current within the system and update as required
- Ensure managers and employees are aware and communicated in a timely manner of any mandatory training requirements that are due or required
- Annual (or regular) review of all training modules, including relevance, accuracy and uptake

Performance Management and review

- Coordinate the annual performance management program, setting and monitoring timeframes for goal development and review, and educating managers and staff in the performance management processes and procedures.
- Support the performance management process including but not limited to underperformance, discipline, misconduct process, harassment and bullying complaints or investigations, and any appeals, disputes and grievances.
- Lead the annual Career Level review application process including leadership discussion and outcome reporting

Recruitment, Onboarding and Offboarding

- Support broad recruitment activities as required through engagement with People and Culture Advisor and People and Culture Manager
- Ensure onboarding and learning modules are created and accessible for all new starters

Systems Administration

- Continuously Improve the ELMO training database to ensure that courses are available and appropriate to staff and business needs
- Work with People and Culture Advisor to further development and engage with the ELMO tool(s) including recommendations and improvements
- Work closely with external and internal system providers in the development of tools /modules to meet VicForests People and culture needs
- Ensure generalist knowledge is held in respect of GIPPS, Recruitment and payroll systems
- Ability to use Visio or similar tool

Reporting

- Prepare monthly reports on learning activities and outcomes
- Prepare monthly reports Employee Relations activities and outcomes
- Provide support to People and Culture advisor and reporting requirements including WHS, Recruitment and generalist activities
- Assist with the preparation of workforce reports for the business when requested

Other

- Support Manager, People and Culture in the development of Enterprise Agreements, Generalist Industrial relations including performance management, Non work-related injury management and generalist People and Culture functions
- Undertake any duties and responsibilities to meet the requirements of the team or broader business.
- Perform duties in a manner that ensures the health and safety of yourself and others. Ensure that all incidents and hazards are reported in a timely manner.
- Take responsibility for performing the role in accordance with all relevant systems requirements.
- Identify and communicate key risks within the People and Culture function and ensure risk management processes are followed.
- Provide professional advice to management and staff at VicForests in relation to agreement interpretation, people and culture policies, instructions, and procedures, and 'best' practice.
- Assist with industrial and employee relations advice, negotiations of EBAs, and consultation with relevant Unions.

Selection Criteria - Core Capabilities

Qualifications	Essential / Desirable
A relevant undergraduate Degree in Human Resources, Business Administration or Psychology	Essential
Experience in the administration of a Learning Data base (Elmo or similar)	Essential
Experience in the development of Course content within a L&D data base	Essential
Certificate IV Training and Assessment (TAA)	Desirable
Current Victorian Drivers Licence with ability to travel	Essential

Experience	Competencies acquired through experience
Human Resources	<ul style="list-style-type: none"> • Ability to deliver a variety of HR programs such as recruitment, induction and performance management. • Able to implement strategies that contributes to the improvement of HR programs.
Stakeholder Engagement	<ul style="list-style-type: none"> • Proven capacity to effectively engage with wide range of internal and external stakeholders on key people and safety issues
Interpersonal Skills	<ul style="list-style-type: none"> • Able to build positive relationships and liaise with General Managers, Regional Managers, Line Managers, and own Manager in order to ensure there is an understanding.
Technical Skills	<ul style="list-style-type: none"> • High Level understanding of current development within Human Resource, Payroll and Staff Development and ability to relate these to business operations. • A clear understanding of the Fair Work Act and Privacy Act.
Experience with Employee Relations - interpreting agreements, contracts, policy and legislation.	<ul style="list-style-type: none"> • Knowledge of enterprise bargaining agreements (EBA) and relevant workplace legislation. • Ability to develop and review policies and procedures for a broad range of HR areas • Provision of HR advice, handling staff queries, and mediation of some staff issues

Attributes	Behaviours
Written Communication Skills	<ul style="list-style-type: none"> • Prepares written communications using clear, concise and grammatically correct language. Strong attention to detail. • Clearly and confidently communicates with people at all levels of the organisation • Communicates in a manner which is clear, fluent and holds the audience's attention
Interpersonal Skills	<ul style="list-style-type: none"> • Able to build positive relationships and liaise with Managers and staff, and own Manager in order to ensure there is an understanding of the work undertaken by HR
Time Management	<ul style="list-style-type: none"> • Able to plan workload and determine strategies for delivering programs more effectively and efficiently. • Demonstration of time management skills through the effective prioritisation of tasks and scheduling of workload in order to meet agreed timelines.
Customer Service	<ul style="list-style-type: none"> • Able to anticipate customer issues and either provide advice at the time of the request or set timeframes for the resolution of issues.
Decision Making	<ul style="list-style-type: none"> • When providing advice, able to independently make a judgement call or decide the best option to recommend. • Able to examine information in order to choose options between training providers and decide on suitable venues for training.
Computer Skills	<ul style="list-style-type: none"> • Strong systems skills including software packages such as MS Word, MS Excel, MS PowerPoint, Lotus Notes. • Knowledge of ADP or similar HRIS system. • Able to use Excel to prepare spreadsheets and reporting which may include payroll data or information for management.
Responsiveness	<ul style="list-style-type: none"> • Provides advice in a timely manner and willing to provide timeframes for resolution if an issue cannot be resolved immediately.
Confidentiality	<ul style="list-style-type: none"> • Committed to keep confidences and work confidentially with sensitive information.

Further Information

Long periods of sedentary desk/computer duties may be required as part of this role.

You may be required to work independently, with minimal supervision in isolated and physically demanding environments.

Some long-distance travel and overnight stays may be required in country locations.

VicForests employees may be required to contribute to fire and emergency management responsibilities
External applicants will be subject to a probation period of 3 months.

All applicants must have the right to work in Australia, supporting evidence may be requested.

Please note that in accordance with VicForests onboarding processes, new employees will need to provide information of their motor vehicle driving & insurance history and disclose any medical conditions or pre-existing injuries that can affect job and driving performance.

In addition, if this role requires a Financial Delegation or regular access to confidential information, a Police Background check will be required.

If this role requires regular contact with vulnerable people (particularly children), a Working with Children's Check will be required.

For further information about this role, please contact HR on 9608 9520 or yf.careers@vicforests.com.au

To be completed on offer / acceptance of a role:

I accept the Position Description as stated and the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to positions descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Name: _____ Position Location: _____

Signature: _____ Date: _____