

POSITION DESCRIPTION

Position Title	Human Resource Advisor		
Team	Corporate Services		
Classification		Employment Status	Full-Time
Position reports to	Director – Corporate Services		
Location	South East Melbourne		

A. Background of organisation

The Southern Migrant and Refugee Centre (SMRC), is a not for profit organisation. SMRC was established in 1993 and is governed by an elected Board of Directors. The SMRC provides a range of community based services for migrants and refugees in the Southern Region of Melbourne. Staff teams consist of 5 teams comprising 185 employees and 100 volunteers delivering >30 services across the Southern Metropolitan region

The SMRC staff members work closely with migrant and refugee communities, leaders, service networks and organisations, local government and business. It is the responsibility of all staff to represent the organisation as a professional and client focused organisation and promote its range of services and programs.

B. Role Purpose

Reporting to the Director – Corporate Services, the HR Advisor is responsible for providing strategic advice and operational support in the effective management of the employee life cycle (plan, attract, engage, develop, support, reward, retain, transition). With a focus on operational excellence on a day-to-day basis, the role will act as a single point of contact for, directors, managers and staff to build capacity and knowledge in the contemporary HR best practices.

This position will also lead the O, H and Safety Committee and facilitate safety culture across the organisation

The role is a standalone position with the support from the broader management and executive team.

C. Key Responsibilities

HR Management

- Build effective relationships with the relevant director/s and managers ensuring a sound understanding of the people needs and issues related to their services.
- Provide timely and professional advice to directors, managers and employees in all areas of Human Resources including but not limited to workforce planning, talent management, culture and engagement, health, safety and wellbeing and performance management.
- Develop appropriate systems, processes and practices to support compliance with all funding and service agreements and HR legislation
- Case management of complex or sensitive day-to-day people management issues.

- Contribute to and support the SMRC Leadership Team in the execution and achievement of the Strategic Plan and operational objectives
- Review key HR work flow processes and documentation with the aim of continuous improvement.
- Liaise with payroll and other stakeholders in relation to pay related issues/variations
- Maintain accurate employee records in electronic and physical files

Risk Management

- Manage and lead OH&S practices to comply with relevant legislation
- Ensure collaborative approach with SMRC employees, volunteers and other internal and external relationships.
- Contribute towards identification and management of risks and exposures to ensure compliance with HR and WHS legislation, and SMRC policy and management processes

General duties and responsibilities

- Respond to hazard identification and incident reporting promptly, and work proactively at ensuring a safe workplace is provided for employees.
- Any other duties as directed by the CEO, and commensurate with the scope and classification of the position.

D. Person Specification

Qualifications

- Tertiary qualifications in Human Resources or related discipline
- Demonstrated experience in complex IR/ER people issues

Key Knowledge Areas

- Knowledge of current HR legislation, SCHADS award and OH&S Practices
- Knowledge of working in a not for profit organisation
- Understanding of working in a multicultural workplace

E. Key Selection Criteria

Essential Capabilities

Communication

- Interpersonal Skills - Models self-awareness, self-management and social awareness in communications, problem solving and conflict resolution.

Change and responsiveness

- Change Management - Implements change management processes and monitors progress
- Learning and development - Establishes systems and processes for reviewing skills and professional development

Special capabilities

Leadership and teamwork

- Conflict Management – Develops systems and protocols for management of conflict and disputes and is actively involved in problem solving and conflict resolution

Communication

- Written Communication – writes accurate reports, documents that meet audience need

- Verbal Communication – Provides informed, meaningful and relevant messages when communication with staff

Governance and compliance

- Risk Management – Manages risk and encourages staff to take advantage of opportunities
- OHS – Manages work practices to comply with relevant legislation and licensing requirements
- Legislation and Compliance – Manages work practices to comply with relevant legislation

F. Personal attributes for this position

- **Culturally aware**- Respects difference in all forms. Values diversity as a strength and positively utilises diversity
- **Analytical**- Reviews arguments and opinions before making judgements. Takes a systematic approach when building toward improvements
- **Collaborative** - Engenders a spirit of team work
- **Inclusive** - Makes equitable decisions. Recognises rights of others
- **Supportive** - Encourages others to attain goals and achieve. Listens actively and inspires confidence
- **Ethical** - Reflects expected standards of behaviour and the SMRC Code of Conduct
- **Self-Disciplined** - Manages own time to achieve key outcomes

G. Staff reporting to this position

none

H. Responsibilities & Conditions of Employment

SMRC is an Equal Opportunity Employer

All employees of SMRC are required to follow common conditions of employment. These are outlined in the SMRC Policy and Procedures Manual.

A summary is listed below:

- Employees must contribute to Occupational Health & Safety (OHS) objectives by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Conduct must be in accordance with the SMRC Code of Conduct, Employment Contract, Confidentiality Agreement and other SMRC policies and procedures.
- Salary is set in accordance with the relevant Award and classification.
- Leave entitlements are as per Award and HR Policy guidelines.
- All position descriptions are open to periodic review by management in consultation with staff.
- SMRC provides a smoke-free environment, including within vehicles.
- The staff member may be required to perform other duties as directed, in accordance with training, skills and experience.
- SMRC Values & Behaviours- **Diversity** **Respect** **Empowerment** **Participation** **Resilience**

I. Important Information

SMRC offers:

Salary Packaging: Employees have the option to access salary sacrifice through an external provider. Staff on a full time or part time contracts can access this very generous provision of tax free \$15,899 salary sacrifice.

Christmas break: SMRC offers all staff time off between Christmas and New Year's day, 3 days leave, without leave loading.

Professional Development: Employees are offered training to invest in their professional development relate to their field of work.

All appointments to the SMRC are subject to the following checks

- Reference checks
- Criminal record check
- Some position may be subject to a Working with Children Check

Please visit the SMRC website on www.smrc.org.au for further information or contact Aman Bindra HR Advisor on phone : 9767 1900

J. Employee Signature

I have read, understood and accept the above position description

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date