

Position Description

POSITION DETAILS	
Date of PD	May 2024
Position Title	People & Culture Advisor
Position Grade	10
Directorate Business Unit	People, Culture & Performance People & Culture
Reports to	Group Manager People & Culture
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

This position is responsible for the provision of People & Culture (P&C) advice and delivery of P&C services to managers and employees across Council, the coordination of employee correspondence and the support of processes and tasks to assist P&C in delivering operations, strategy and projects.

KEY RESPONSIBILITIES

- Operate as the first point of contact for P&C enquiries from managers and staff across the business and provide advice and coaching on P&C procedures, policies and systems and where necessary escalate enquiries to the relevant P&C Business Partner or SME.
- Provide support and assistance to P&C Business Partners and SME's on a diverse range of P&C issues, initiatives and projects working across Industrial Relations, Employee Relations, Learning and Development, Performance Management, Change Management, Organisational Reviews and Job Evaluations.
- Contribute to the development and implementation of P&C policies, policy reviews and procedures based on relevant legislation and best practice to ensure an effective, consistent and timely delivery of P&C services to support organisational needs.
- Monitor the P&C Policy register and review deadlines and coordinate the process for policy review by working with SME's across P&C to ensure P&C policies are current.
- Assist in the development and implementation of integrated P&C services to the organisation by managing, and enhancing the administrative systems, processes and procedures that support the P&C function including the creation of standard letters, registers, databases, templates and forms to ensure consistency and a high level of governance.
- Provide coordination and administrative support to deliver P&C services throughout the employee lifecycle such as the temporary appointment (non-recruitment) process, the probationary process and exit interview procedure.
- Ensure the position structure in the HRIS and Organisation Charts accurately represents changes to establishment, reporting relationships, and alignment with workforce initiatives. This includes ensuring that managers have followed the process and approvals criteria.
- Produce relevant employee correspondence ensuring correct details of employment terms and conditions and maintain employee movement information in the HRIS ensuring that changes to employee conditions and records are actioned accurately and provided to payroll in a timely manner.
- Communicate and liaise with internal and external stakeholders as required.

- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge

Qualifications (Level)

- Tertiary qualification in Human Resources or other relevant disciplines.

Experience

- A minimum of 3 years generalist HR experience within large multidisciplinary and diverse organisations.
- Previous experience requiring a detailed understanding of human resources policies and procedures.

Skills

- High level of computer literacy, specifically with Microsoft Office
- Excellent attention to detail
- Highly developed written and verbal communication skills
- Previous experience preparing letters and developing templates/policies
- Knowledge of relevant legislation
- Excellent organisational and time management skills
- Sensitivity to the confidentiality of personal information
- Ability to work as part of a multi-disciplinary team to ensure the day-to-day operation of the unit
- Strong interpersonal and influencing skills