

ABLE AUSTRALIA POSITION DESCRIPTION



Updated: December 2018

Position Title: HR Partner
Reports To: Manager, People Management
Employment Type: Permanent
Work Location: Various

State	Industrial Agreement	Job Classification
Various	SCHADS Award	Level 4/5

Job Purpose:

The overall purpose of this role is to assist, coach and support Able Australia's managers to enable them to be the best they can be in their implementation of Able Australia People Policies. The role will focus on achieving 'best for business' people management practices and processing in relation to Recruitment & Selection, Induction, Remuneration, Change Management, Employee Engagement, Learning & Development, Performance Management, Career Planning, Health & Safety, Employee assistance, Terminations, and Processing (i.e. payroll).

To undertake the role effectively, the HR Partner liaises with a broad range of stakeholders including National Directors, Area Managers and Team Leaders, the National People & Culture team, National Payroll team, employees and volunteers, and external providers of services and support (eg EAP provider, including NDIS).

The scope of the role is a defined geographic region.

Key Result Areas

Primary Duties & Responsibilities

These KRAs are achieved when undertaking the following specific duties:

Coach, support and advise line managers to ensure their effective implementation of People Policies and Processes, and to ensure they build their capability in leading people issues:

- Guide managers on key people issues including restructuring, recruitment and selection, contracts, employment legislation, performance and change management, remuneration and reward, learning and development, grievances and terminations;
- Guide managers in their positive and legally compliant resolution of employee issues, including grievances;
- Guide and assist managers in their processing of HR actions, including payroll;
- Ensure compliance with Able Australia policy and relevant employment legislation;
- Work collaboratively with stakeholders to improve HR systems and processes, and support the roll out of new people policies, procedures & systems;
- Establish and maintain a People, Talent & Training Plan for each Branch/Function, and provide support in integration of this planning for Australia Region;
- Actively supporting the employee engagement initiatives, including survey result communications, site change action plans, internal update communications, and reporting;
- Support the building of capability including the improving utilisation of on-line Able Australia courses and facilitating learning sessions in areas such as leadership and career development;
- Support HR Administration to ensure responsive, timely and high quality HR processing;
- Facilitate learning sessions as required, including in such areas as leadership development, service culture, and career planning;
- Manage HR matters relating to immigration and industrial relations;
- In collaboration, facilitate the annual salary review and payments;

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- Assist in the implementation of the Health and Safety Plan and help deliver Health Safety and Environment (HSE) services locally, particularly ensuring the workforce is engaged on HSE matters and is being up-skilled to achieve continuous HSE improvements, including support and advice to managers and staff on return to work if required;
- Support the Supervision and Performance review process, both year-end and monthly cycles, ensuring high completion rates and high quality conversations; and
- Provide an open door to staff to express their issues with someone that is trusted and independent.

Essential Skills

Technical (Doing skills – job-related knowledge, policies, procedures, techniques):

- Time management skills;
- Organisational and planning skills;
- Strong attention to detail;
- High level written and oral communication skills in English;
- Strong problem solving skills combined with a solution-orientated approach;
- The ability to develop new initiatives, programs and processes;
- Strong computer skills, including Microsoft office suite, especially Word and Excel; and
- HR & HSE policies and procedures.

Human Relations (People skills in assisting, influencing, developing and leading others):

- Must develop strong and trusting relationships with managers;
- Interpersonal/Communication skills, especially listening;
- Reliable self-starter with a strong service and proactive “can do” ethic; and
- Team worker, with a natural tendency towards collaboration, but able to stand alone.

Essential Personal Attributes

- Ability to influence others
- Ability to coach others
- Ability to develop relationships with key stakeholders
- Ability to provide support to other HR team members as required
- Professional pride in achievement of measurable outcomes
- Be able to recommend new processes to improve efficiencies within the department
- Innovative
- High level of initiative
- Highest regard for confidentiality
- Intelligent, lateral thinker
- Results-orientated and resilient
- Team player with a natural tendency towards collaboration, works well with others, by doing what is needed to strive for a common goal
- Ability to adapt to, promote and manage organisation change
- Role models the Able Australia values
- Exceptional personal standards of honesty, integrity and professionalism
- Ambition to progress their career within Able Australia
- Willingness to undertake regular travel
- Attitudes – positive attitude; understands disability issues (e.g. Client rights, independence, QOL, etc.)
- Person-centred - Recognise, respect and respond to the rights, interests and requests of people we support.

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- Self-management - take responsibility for your own behaviour and well-being
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- Respect – workers & clients
- Personal judgement and flexibility – Demonstrate you possess these inherent characteristics

Qualifications

Computer literacy – advanced MS Office, iPads and other systems (e.g. HRIS systems)

Accreditations and technicalities – HR qualification or equivalent

Essential screening criteria

- National Police check (NPC)
- Current full Australian Drivers Licence
- Right to work in Australia

Performance Review:

This position description broadly outlines the requirements of the role. All Able Australia positions also require a specific performance agreement – a set of key result areas (KRA) related performance goals, but grounded on site specific/local needs, with measures for a specific period (typically 12 months). Progress of that agreement is reviewed regularly with the employee's manager.

I, _____ have read, understood and agree to comply with this position description.

Signature: _____ Date: _____