



<b>People and Culture</b>	Position Description: Human Resources Advisor
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## SDN Children's Services - Position Description

**Position Title:** HR Advisor  
**Section/Centre/Program:** People & Culture  
**Reports to:** Director People & Culture  
**Date:** January 2010

### Primary Function:

The HR Advisor provides advice, support and training to SDN managers and staff to enable them to achieve SDN's strategic goals.

### Selection Criteria

#### Skills:

- Ability to give accurate and timely advice on HR policy and practices
- Strong communication and influencing skills
- Presentation skills
- Excellent written and oral communication skills
- Demonstrated ability to build constructive working relationships with colleagues and clients (both internal and external)
- Excellent customer service and internal consulting skills
- Highly developed analytical skills
- Project management skills
- The ability to build rapport quickly

#### Training/qualifications:

- Tertiary qualifications in Human Resource Management or a related field

#### Experience:

- Previous experience providing consultative advice in a HR environment

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## Key accountabilities

### 1. Consultancy and Advice

- Provide advice and consultancy services to SDN staff in employment terms and conditions.
- Act as a specialist advice and consultant resource available to SDN management in all aspects of people management (for eg. change management, employee relations/counselling, performance management and job evaluation)

### 2. Recruitment

- Monitor recruitment processes and ensure compliance with SDN policy and procedures
- In consultation with the hiring manager determine the best and most cost effective sourcing strategy, ensure quality and consistent advertising, ensure candidate care is at the highest level
- Ensure managers are trained in best practice recruitment processes
- Build and maintain good working relationships with recruitment agencies and other external clients.
- Maintain online job notice boards such as SDN Website, Seek, MyCareer etc.

### 3. Remuneration

- In conjunction with the Director People and Culture develop remuneration policies
- Ensure internal and external relativities are maintained.
- Project manage annual salary review process

### 4. Performance Management

- In conjunction with Director of People and Culture develop consistent performance review process
- Ensure all staff and managers are trained in performance review process
- Ensure that the performance management process is carried out every 12 months for all staff

### 5. Project Management

- Manage specific HR projects or initiatives

### 6. OHS

- Ensure effective management of Workers compensation process
- Participate in Occupational Health Safety and Wellbeing initiatives

### 7. HRIS

- Maintain the HR database and produce reports as required.



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**Work within a legal and ethical framework:**

- Comply with SDN's policies and procedures
- Maintain and ensure confidentiality where appropriate

**Participate within a team environment:**

- Contribute to the effective operation of the workplace by supporting colleagues through clear communication, sharing of information, participating as a team player and working cooperatively with others
- Establish and maintain positive working relationships with colleagues that are fair, professional, supportive and reflective
- Review and develop own performance

**Occupational Health and Safety:**

- Facilitate and support consultative arrangements for occupational health and safety
- Comply with SDN requirements in relation to OHS& Injury Management activities and responsibilities
- Identify and report OHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to supervisor and Health and Safety Manager.

Name:

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Signed:

Date:

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